

# **SOUTH CAROLINA BUSINESS RESOURCE GUIDE**



1201 Main Street, Suite 1600  
Columbia, SC 29201  
(803) 737-0400 or (800) 868-7232  
[SCcommerce.com](http://SCcommerce.com)

## HOW TO USE THIS GUIDE

The South Carolina Business Resource Guide is designed to provide all types of businesses with tools and resources – including access to a variety of state, regional and local outlets – to increase their opportunity for business success. The South Carolina Department of Commerce Small Business and Existing Industry Team supports many aspects of the state’s existing and small business community including: export development, recycling market development, a Small Business Development office, supplier development assistance and comprehensive support to existing industry. This guide provides information that companies can employ for immediate results. It includes basic descriptions of the resources and specific contact information. The guide is laid out to address important elements of business success in each section, paired with the supporting resources.

### HOW CAN THIS GUIDE

#### HELP YOU?

This guide is intended to help South Carolina business owners start or maintain a company, sell a product, provide a service and/or grow their company.

South Carolina provides services and support for companies that are starting a business or expanding an existing operation. South Carolina also works with entrepreneurs to develop business plans, helps companies access start-up resources and alternative financing opportunities and pairs existing businesses with service providers and suppliers.

### WHAT TYPE OF INFORMATION WILL YOU FIND?

- ⇒ **Getting Started** explores the steps necessary to begin a business.
- ⇒ **Licenses, Permits & Regulations** outlines special requirements associated with certain businesses, particularly small businesses.
- ⇒ **Financing** describes ways to best prepare for financing a small business.
- ⇒ **Marketing & Growing Your Business** introduces tactics that increase awareness about products and services.
- ⇒ **Workforce Development** provides useful information regarding employment, training and retention opportunities.
- ⇒ **Business Operations** includes operational and administrative resources – everything from insurance to recycling opportunities, to production and process planning.
- ⇒ **Local Area and Other Resources** includes professionals around the state who are available to assist South Carolina’s businesses as well as other beneficial resources for business owners.
- ⇒ **Frequently Asked Questions** addresses questions often raised by business owners.

**NEED ADDITIONAL HELP? Contact a**

**Commerce Representative**

(803) 737- 1876 | [fatchinson@SCcommerce.com](mailto:fatchinson@SCcommerce.com)

## GETTING STARTED

Starting any business takes a significant amount of planning and research. Exploring and evaluating your business and personal goals before starting a business is extremely important. The following resources can help a business develop those goals and assist in building a concise, yet comprehensive business plan.

### START-UP CHECKLIST

This check list will help you evaluate your position as you begin getting your business off the ground. Understanding your business goals from the beginning will help you along the path to success.

- ◆ Do you know what kind of business you want to start?
- ◆ Have you created a business plan, outlining your goals and expectations?
- ◆ Type of Business Structure? (e.g., LLC, Partnership, Sole Proprietorship, etc.)
- ◆ Do you have a need for financing?
- ◆ Have you picked a location?
- ◆ How many employees are you going to hire?
- ◆ Do you need occupational permits?
- ◆ Have you registered your business with the state of South Carolina?
- ◆ Do you need a business license?
- ◆ Have you handled the insurance components of your small business?
- ◆ How are you going to market your business?

### BUSINESS PLANNING ASSISTANCE

#### ⇒ **Small Business Administration (SBA)**

The SBA is an independent agency of the federal government created to aid, counsel, assist and protect the interests of small business concerns. The SBA helps South Carolinians start, build and grow businesses through a first rate Web site, financing options and partnerships with public and private organizations (e.g., the Small Business Development Centers).

#### ⇒ **Small Business Development Centers (SBDC)**

The goal of the SBDC is to meet small business needs for managerial and technical assistance at little or no cost to the entrepreneur. The SBDC provides advice on business planning and strategic small business growth.

#### ⇒ **Service Corps Of Retired Executives (SCORE)**

SCORE is a volunteer, nonprofit association focused on helping small businesses succeed. SCORE, a division of the SBA, matches clients with an expert counselor best suited to their needs. SCORE counselors are current or former business owners and executives who have achieved high levels of professional success.

#### ⇒ **NxLevel, Fastrac**

This program is for entrepreneurs with an idea for a new business. Topics include Exploring Entrepreneurship, Setting Financial Goals, Planning the Product, Reaching the Market, Building the Team, and Planning for a Profitable Business.

#### ⇒ **South Carolina Business One Stop (SCBOS)**

SCBOS is the official South Carolina business Web portal. It enables anyone with an existing business, or anyone starting a new business, to file permits, licenses, registrations or to pay taxes. From the convenience of your computer, 24 hours a day, 7 days a week, you can take care of important state filings, and pay for multiple filings and/or taxes with one payment.

## GETTING STARTED RESOURCES

### ENTREPRENEUR & SMALL BUSINESS SUPPORT

#### Arthur M. Spiro Institute for Entrepreneurial Leadership, Clemson University College of Business and Behavioral Science

David Wyman  
Director  
346 Sirrine Hall  
Clemson, SC 29634-1345  
**Phone:** (864) 370-3038  
**Email:** [spiro@clemson.edu](mailto:spiro@clemson.edu)  
**Web:** [www.clemson.edu/spiro](http://www.clemson.edu/spiro)

The mission of the Arthur M. Spiro Institute for Entrepreneurial Leadership is to support educational, research, and outreach programs that promote entrepreneurial activity and economic development of the region, state, and nation. The focus is on wealth creation through entrepreneurial activity. Here inventors and entrepreneurs may find assistance with market analyses and business planning. Also, the Institute conducts a mentoring program to link entrepreneurs with experienced business executives.

#### Benedict College Business Development Center

Dr. Darlene Booth-Bell  
Director  
2601 Read Street  
Columbia, SC 29204  
**Phone:** (803) 705-4781  
**Email:** [belld@benedict.edu](mailto:belld@benedict.edu)  
**Web:** <http://www.benedict.edu/cms/?q=node/192>

The goal of the Business Development Center is to increase the number of African American owned businesses in and around SC. The center houses a business incubator and a minority development entrepreneurial development program, as well as providing current and potential business owners the opportunity to participate in business-issues workshops and seminars. The center also offers a revolving loan fund to minority owned businesses.

#### Carolinas Minority Supplier Development Councils, Inc. (CMSDC)

Evette Beckett-Tuggle  
President  
200 S Tryon 10<sup>th</sup> floor, Suite 1000  
Charlotte, NC 28202  
**Phone:** (704) 549-1000  
**Fax:** (704) 549-1616  
**Email:** [info@carolinasmcdc.org](mailto:info@carolinasmcdc.org)  
**Web:** <http://www.carolinasmcdc.org/>

The Council works to expand business opportunities for minority-owned companies in an effort to build stronger and more equitable society by supporting and promoting minority business development. CMSDC's Business Innovation Center offers a wide range of capacity building business tools for your

business. These include Project Planner Plus, Certified Payroll, Merger Analytics, Capital Investment Alternative Analysis, Breakeven Analyzer, Management Capacity Analyzer, Debt Capacity Analyzer, Factoring Analyzer, Valuation Analyzer, and Supplier Capacity Analysis Tool.

#### Clemson Institute for Economic and Community Development (CIECD)

Paul "Mac" Horton, Ph.D.  
Director and Associate Dean of Community Development  
South Carolina Rural Development Council  
900 Clemson Road  
Columbia, SC 29229  
**Phone:** (803) 788-5700  
**Email:** [mhorton@clemson.edu](mailto:mhorton@clemson.edu)  
**Web:** [www.clemson.edu/sandhill](http://www.clemson.edu/sandhill)

CIECD offers small business and business planning classes from various curriculums including NewVenture FastTrac, FirstStep FastTrac, and eCommerceSC as well as specialized business curriculums including rural, food and farming, and new farmer initiatives.

#### EngenuitySC

George Hutton  
Executive Director  
1000 Catawba St., Suite 130  
Columbia, SC 29201  
**Phone:** (803) 354-5720  
**Email:** [ghutton@engenuitysc.com](mailto:ghutton@engenuitysc.com)  
**Web:** [www.engenuitysc.com](http://www.engenuitysc.com)

Headquartered in Columbia, EngenuitySC is public/private partnership formed to develop and grow the South Carolina Midlands' knowledge-based economy by fostering an environment where entrepreneurship, innovation, and the creation of knowledge are fundamental elements of the region's culture, identity, and economic development strategy. Through collaboration with business, government, and higher education, EngenuitySC leads initiatives that support research development, promote commercialization, and leverage the region's assets.

#### Entrepreneur Network York Technical College

Edie Dille  
Chair  
Associate Dean for Business and Information Technology  
452 S Anderson Road  
Rock Hill, SC 29730  
**Phone:** (803) 981-7314  
**Email:** [edille@yorktech.edu](mailto:edille@yorktech.edu)  
**Web:** [www.yorktech.com/en](http://www.yorktech.com/en)

The Entrepreneur Network assists, informs, and encourages local small business owners, entrepreneurs, and potential entrepreneurs to network, share experiences, and engage in valuable educa-

tional opportunities. The EN also sponsors seminars featuring speakers on a variety of entrepreneurial topics.

#### Francis Marion University Center for Entrepreneurship

Dr. Susan Peters  
Director  
P.O. Box 100547  
Florence, SC 29502  
**Phone:** (843) 661-1102  
**Fax:** (843) 661-1432  
**Email:** [speters@fmarion.edu](mailto:speters@fmarion.edu)  
**Web:** [www.fmarion.edu/academics/centerforentrepreneurship](http://www.fmarion.edu/academics/centerforentrepreneurship)

The Francis Marion University Center for Entrepreneurship is dedicated to provide mentoring and business planning services to start-up and existing businesses. The Center for Entrepreneurship provides one-on-one mentoring services to guide prospective and current business owners with sound business advice. Our business planning services include but not limited to business plans and feasibility studies, market research/analysis, financial analysis, and human resource development. Through our partnership with other programs, we often hold entrepreneurial and/or workforce training programs throughout the year.

#### Internal Revenue Service (IRS)

Nivia Hayes  
Stakeholder Liaison Small, Business/Self Employed  
1835 Assembly Street MDP-26  
Columbia, SC 29201  
**Phone:** (803) 312-7774  
**Fax:** (877) 477-8412  
**Email:** [Nivia.Hayes@irs.gov](mailto:Nivia.Hayes@irs.gov)  
**Web:** <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed>

#### Other Helpful IRS Resources:

- Business and Specialty Helpline: (800) 829-4933
- Electronic Federal Tax Payment System: [www.eftps.gov](http://www.eftps.gov) or 1-800-555-4477
- Tax Forms and Publications: [www.irs.gov/formspubs](http://www.irs.gov/formspubs) or 1-800-829-3676

#### Michelin Development

Next Innovation Center  
John Tully  
President  
411 University Ridge, Suite B7  
Greenville, SC 29601  
**Phone:** (864) 751-4808  
**Fax:** (864) 751-4941  
**Email:** [john.tully@us.michelin.com](mailto:john.tully@us.michelin.com)  
**Web:** [www.michelindevelopment.com](http://www.michelindevelopment.com)

# South Carolina Just right.



Michelin Development Upstate, SC is a job creation program, which focuses on social and/or economically disadvantaged businesses in 10 upstate counties. Michelin Development in North America works in conjunction with regional development agencies, local government and business support agencies.

#### Mountain Lakes Business Development Corp.

Dave Eldridge  
Interim President  
502 E. Main Street  
Walhalla, SC 29691  
**Phone:** (864) 638-4210  
**Email:** [deldridge@charter.net](mailto:deldridge@charter.net)  
**Web:** [www.mountainlakesbdc.com](http://www.mountainlakesbdc.com)

Mountain Lakes Business Development Corporation (MLBDC) is here to assist entrepreneurs in taking their ideas from concept to reality, from garage office to Main Street and from relative unknown to a mainstream brand. Check out the Volunteer Directory to see what our team of SCORE certified mentors has to offer. MLBDC, working closely with Tri-County Technical College, also offers Courses to budding entrepreneurs and small businesses.

#### NxLevel

Laura Williams  
Entrepreneur Services Manager  
P.O. Box 975  
Charleston, SC 29402  
**Phone:** (843) 805-3102  
**Fax:** (843) 723-4853  
**Email:** [Lwilliams@charlestonchamber.org](mailto:Lwilliams@charlestonchamber.org)  
**Web:** [www.bizbuildersc.com](http://www.bizbuildersc.com)

NxLevel is a program for the entrepreneurs with an idea or a new business. Topics include, Exploring Entrepreneurship, Setting Financial Goals, Planning the Product, Reaching the Market, Building the Team, Planning for a Profitable Business.

#### South Carolina Business One Stop (SCBOS)

**Helpline:** (803) 898-5690  
**Email:** [scboshelp@scbos.com](mailto:scboshelp@scbos.com)  
**Web:** [www.scbos.sc.gov](http://www.scbos.sc.gov)

South Carolina Business One Stop or SCBOS is the official South Carolina business web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer at any time, 24 hours a day – 7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

#### South Carolina Department of Commerce

Chuck Bundy  
Manager, Business Services  
1201 Main Street, Suite 1600  
Columbia, SC 29201  
**Phone:** (803) 737-0440  
**Fax:** (803) 737-3818  
**Email:** [cbundy@SCcommerce.com](mailto:cbundy@SCcommerce.com)  
**Web:** [www.SCcommerce.com](http://www.SCcommerce.com)

#### South Carolina Department of Revenue

301 Gervais Street  
Columbia, SC 29201  
**Phone:** (803) 898-5000 (General Info)  
(803) 898-5709 (Income Tax Helpline)  
(803) 898-5788 (Sales Tax Helpline)  
**Web:** [www.sctax.org](http://www.sctax.org)

#### SC Launch!

Lori Mack  
Program Coordinator  
1000 Catawba Street  
Columbia, SC 29201  
**Phone:** (803) 733-9070  
**Email:** [lori.mack@scra.org](mailto:lori.mack@scra.org)  
**Web:** [www.sclaunch.org](http://www.sclaunch.org)  
SC Launch is a collaborative initiative involving SCRA and South Carolina's university research foundations: Clemson University, the University of South Carolina, and the Medical University of South Carolina. It was created to facilitate applied research, product development and commercialization programs and to strengthen South Carolina's Knowledge Economy by creating high wage-earning jobs. SC Launch provides entrepreneurs with key tools for success to help build technology startups, jobs and equity in the future for South Carolina as well as access to business, academic and economic development entities through the SC Launch Resource Network.

#### Small Business Administration (SBA)

##### South Carolina District Office

Susan Chavis  
Business Development Specialist  
1835 Assembly Street, Room 1425  
Columbia, SC 29201  
**Phone:** (803) 765-5377  
**Fax:** (803) 765-5962  
**Email:** [susan.chavis@sba.gov](mailto:susan.chavis@sba.gov)  
**Web:** [www.sba.gov/localresources/district/sc/index.html](http://www.sba.gov/localresources/district/sc/index.html)

The SBA offers a myriad of services to small businesses. It provides financial assistance for new or existing businesses through guaranteed loans made by area bank and non-bank lenders. Seminars and free small business counseling is available through SCORE, Small Business Development Centers, and Women's Business Centers. In addition, special loan programs are available for businesses involved in international trade. Federal government contracting assistance is also available.

#### South Carolina Manufacturing Extension Partnership (SCMEP)

John Irion, President  
Chuck Spangler, COO  
**Headquarters:**  
1301 Gervais Street, Suite 910  
Columbia, SC 29201  
**Phone:** (803) 252 - 6796  
**Fax:** (803) 254 - 8512

#### Minority Business Development Agency

Cheryl Salley  
Project Director  
1515 Richland Street  
Columbia, SC 29201  
**Phone:** (803) 743-1154  
**Fax:** (803) 743-1162  
**Email:** [csalley@columbiambdacenter.com](mailto:csalley@columbiambdacenter.com)  
**Web:** <http://columbiambdacenter.com/>  
MBDA aims to increase the growth of minority owned business and strengthen existing ones. Its professional consultants offer a wide range of services including initial counseling, government/private sector contracting assistance, financial management, access to capital, access to markets, and international trade franchising. The center also maintains strategic partnerships so you can have immediate access to unlimited information tailored to your trade or specialty.

#### South Carolina Office of the Secretary of State

Jody Steigerwalt  
Director, Business Filings  
P.O. Box 11350  
Columbia, SC 29211  
**Phone:** (803) 734-2345  
**Web:** [www.scsos.com](http://www.scsos.com)

#### South Carolina State Library

##### The Small Business Reference Center

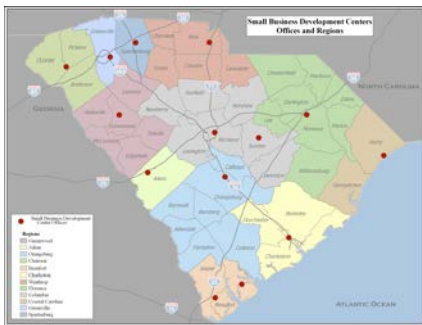
This section of the South Carolina State Library offers users a collection of state-specific resources supported with demographic data and other local information. Completing the database are business videos to help foster success in all aspects of managing a business.  
**Web:** <http://search.ebscohost.com/login.aspx?authtype=ip,geo,uid&geocustid=ns228430&group=geo&profile=sbrc>

#### South Carolina Technology Alliance

Thomas E. Persons Sr.  
President & CEO  
1201 Main Street, Suite 1920  
Columbia, SC 29201  
**Phone:** (803) 748-1323  
**Email:** [tep@scotech.org](mailto:tep@scotech.org)  
**Web:** [www.scotech.org](http://www.scotech.org)  
The South Carolina Technology Alliance is a non-profit / private public non-partisan technology oriented Think Tank. It works diligently with stakeholders to assist in identifying and developing technology workforce skills. The management team works with all types of innovative technology companies provides access to consultants, mentors, and senior business leaders, as well as access to lists of services, companies and professionals that will ensure your business a much stronger opportunity for success. SCTA also has strategic partnerships with various venture capital companies and other investor partnerships.



## SC SMALL BUSINESS DEVELOPMENT CENTERS (SC SBDC)



### Small Business Development Center

Michele Abraham

State Director

1705 College Street

Columbia, SC 29208

**Phone:** (803) 777-3130

**Email:** [mabraham@sc.edu](mailto:mabraham@sc.edu)

The SBDC aims to advance the state's economic development by helping entrepreneurs grow successful businesses. We provide private business consulting services at no charge and affordable educational programs for a small charge.

### Aiken Area SBDC

USC-Aiken, School of Business

471 University Parkway, Box 9

Aiken, SC 29801

**Phone:** (803) 641-3646

**Email:** [SBDC@USCA.edu](mailto:SBDC@USCA.edu)

### Beaufort Area SBDC

Martin Goodman

USC-Beaufort North Campus

801 Caterer Street

Beaufort, SC 29902

**Phone:** (843) 521-4143

**Email:** [goodman@uscb.edu](mailto:goodman@uscb.edu)

### Charleston Area SBDC

256 Bond Hall, Citadel School of Business

171 Moultrie St.

Charleston, SC 29409

**Phone:** (843) 953-6007

**Email:** [whenley@citadel.edu](mailto:whenley@citadel.edu)

### Clemson Area SBDC

Clemson University

407 Sistine Hall

Clemson, SC 29634-1392

**Phone:** (864) 710-4717

**Fax:** (864) 656-4869

**Email:** [bennys@clemson.edu](mailto:bennys@clemson.edu)

### Columbia Area SBDC

1225 Laurel Street, Room 326

Columbia, SC 29201

**Phone:** (803) 777-4942

**Email:** [oliverp@sc.edu](mailto:oliverp@sc.edu)

### Florence Area SBDC

Florence/Darlington Technical College

P.O. Box 100548

Florence, SC 29501

**Phone:** (843) 661-8256

**Email:** [sbdc.florence@gmail.com](mailto:sbdc.florence@gmail.com)

### Greenville Area SBDC

CPO Box 6054

Lander University Carnell Learning Center M26

320 Stanley Ave.

Greenwood, SC 29649-2099

**Phone:** (864) 388-8492

**Fax:** (864) 388-8494

**Email:** [sbdcgreenvoodsc@hotmail.com](mailto:sbdcgreenvoodsc@hotmail.com)

### Greenwood Area SBDC

Lander University, Laura Lander Hall

LL209, 320 Stanley Avenue

Greenwood, SC 29649

**Phone:** (864) 388-8492

**Email:** [rennm@clemson.edu](mailto:rennm@clemson.edu)

### Hilton Head Area SBDC

USC-Beaufort South Campus One

University Boulevard

Bluffton, SC 29909

**Phone:** (843) 208-8259

**Email:** [pcameron@uscb.edu](mailto:pcameron@uscb.edu)

### Myrtle Beach Area SBDC

Coastal Carolina University

Atlantic Hall

P.O. Box 261954

Conway, SC 29528-6054

**Phone:** (843) 349-4010

**Email:** [jgraham@coastal.edu](mailto:jgraham@coastal.edu)

### Newberry Area SBDC

2100 College Street

Newberry, SC 29108-2126

**Phone:** (803) 321-5689

**Email:** [Nancy.Williamson@newberry.edu](mailto:Nancy.Williamson@newberry.edu)

### North Charleston Area SBDC

2430 Mall Dr. Suite 155

North Charleston, SC 29406

**Fax:** (843) 740-1607

**Email:** [tomlauria@sc.edu](mailto:tomlauria@sc.edu)

### Orangeburg Area SBDC

South Carolina State University

College of Business & Applied Professional Sciences

Algernon S Belcher Hall

300 College Street

Campus Box 7176

Orangeburg, SC 29117

**Phone:** (803) 536-8445

**Email:** [dtucker@scsu.edu](mailto:dtucker@scsu.edu)

### Rock Hill—Winthrop Region SBDC

Winthrop University

118 Thurmond Building

Rock Hill, SC 29733

**Phone:** (803) 323-2283

**Email:** [stevensl@winthrop.edu](mailto:stevensl@winthrop.edu)

### Spartanburg Area SBDC

Spartanburg Community College

Tyger River Campus

1875 E Main Street

Duncan, SC 29334

**Phone:** (864) 592-6318

**Email:** [es2@clemson.edu](mailto:es2@clemson.edu)

### Sumter Area SBDC

USC Sumter

200 Miller Road, Room

216 Sumter, SC 29150-2498

**Phone:** (803) 938-3833

**Email:** [jgiffin@sc.edu](mailto:jgiffin@sc.edu)

## SCORE CHAPTERS

### Service Corps of Retired Executives (SCORE)

Norman Paige

State Director

1835 Assembly Street, Suite 1425

Columbia, SC 29201

**Phone:** (803) 253-3124

**Email:** [nmvpai@aol.com](mailto:nmvpai@aol.com)

SCORE is a volunteer nonprofit association helping small businesses succeed. SCORE matches clients with the expert counselor best-suited to their needs. The SCORE counselors are current or former business owners and executives who have achieved high levels of success.

### Aiken South Central Region Chapter 683

Aiken Chamber of Commerce

121 Richland Avenue E

Aiken, SC 29801

**Phone:** (803) 641-1111

**Fax:** (803) 641-4174

**Email:** [scrscore@aikenchamber.net](mailto:scrscore@aikenchamber.net)

**Web:** [www.aikenchamber.net](http://www.aikenchamber.net)

### Beaufort Carolina Lowcountry Chapter

2348 Boundary Street

Beaufort, SC 29902

**Phone:** (843) 470-0800

**Email:** [score@hiltonheadisland.org](mailto:score@hiltonheadisland.org)

**Web:** [www.scorebeaufort.com](http://www.scorebeaufort.com)

**Chapin Midlands Chapter**

Chapin Chamber of Commerce  
302 Columbia Avenue  
Chapin, SC 29036

**Phone:** (803) 345-1100

**Email:** [info@scoremidlands.org](mailto:info@scoremidlands.org)

**Web:** [www.scoremidlands.org](http://www.scoremidlands.org)

**Charleston Coastal Chapter 285**

Charleston Metro Chamber of Commerce  
4500 Leeds Avenue, Suite 100  
N. Charleston, SC 29405

**Phone:** (843) 727-4778

**Fax:** (843) 805-3112

**Email:** [info@score285.org](mailto:info@score285.org)

**Web:** [www.score285.org](http://www.score285.org)

**Columbia Midlands Chapter 230**

1835 Assembly Street, Suite 1425  
Columbia, SC 29201

**Phone:** (803) 765-5131

**Fax:** (803) 765-5962

**Email:** [info@scoremidlands.org](mailto:info@scoremidlands.org)

**Web:** [www.scoremidlands.org](http://www.scoremidlands.org)

**Florence Midlands Chapter**

Florence Chamber of Commerce  
610 W Palmetto Street  
Florence, SC 29503

**Phone:** (843) 665-0515

**Email:** [info@scoremidlands.gov](mailto:info@scoremidlands.gov)

**Web:** [www.scoremidlands.gov](http://www.scoremidlands.gov)

**Greenville Piedmont Chapter 232**

300 E Washington Street, Room B-31  
Greenville, SC 29601

**Phone:** (864) 271-3638

**Fax:** (864) 271-3638

**Email:** [info@piedmontscore.org](mailto:info@piedmontscore.org)

**Web:** [www.piedmontscore.org](http://www.piedmontscore.org)

**Greenwood Piedmont Chapter**

Piedmont Technical College  
620 N Emerald Road  
Greenwood, SC 29648

**Phone:** (864) 941-8414

**Email:** [info@piedmontscore.org](mailto:info@piedmontscore.org)

**Web:** [www.piedmontscore.org](http://www.piedmontscore.org)

**Hartsville Midlands Chapter**

Hartsville Chamber of Commerce  
214 N 5th Street  
Hartsville, SC 29550

**Phone:** (843) 332-6401

**Email:** [info@scoremidlands.org](mailto:info@scoremidlands.org)

**Web:** [www.scoremidlands.org](http://www.scoremidlands.org)

**Hilton Head Carolina Lowcountry Chapter 650**

Hilton Head Island-Bluffton Chamber of Commerce  
1 Chamber of Commerce Drive  
Hilton Head Island, SC 29928

**Phone:** (843) 785-7107

**Fax:** (843) 785-3673

**Email:** [score@hiltonheadisland.org](mailto:score@hiltonheadisland.org)

**Web:** [www.scorehiltonhead.com](http://www.scorehiltonhead.com)

**Lexington Midlands Chapter**

Lexington Chamber of Commerce  
321 S Lake Drive  
Lexington, SC 29072

**Phone:** (803) 359-6113

**Email:** [info@scoremidlands.org](mailto:info@scoremidlands.org)

**Web:** [www.scoremidlands.org](http://www.scoremidlands.org)

**Myrtle Beach Grand Strand Chapter 381**

605 10th Avenue  
N. Myrtle Beach, SC 29577

**Phone:** (843) 918-1079

**Fax:** (843) 918-1080

**Email:** [info@mbscore.org](mailto:info@mbscore.org)

**Web:** [www.mbscore.org](http://www.mbscore.org)

**Orangeburg Midlands Chapter**

Orangeburg Chamber of Commerce  
1570 John C. Calhoun Drive  
Orangeburg, SC 29116

**Phone:** (803) 534-6821

**Email:** [info@scoremidlands.org](mailto:info@scoremidlands.org)

**Web:** [www.scoremidlands.org](http://www.scoremidlands.org)

**Piedmont SCORE Chapter 232**

300 E. Washington Street  
Greenville, SC 29601

**Phone:** (864) 271-3638 or (864) 646-1700

**Web:** [www.piedmontscore.org](http://www.piedmontscore.org)

**Email:** [info@piedmontscore.org](mailto:info@piedmontscore.org)

Volunteer business experts provide free mentoring and advice to start-ups and growing small businesses. We serve the 10 Counties in the Upstate of South Carolina through free mentoring, resource information and workshops at a nominal charge. Contact us by email or phone. [info@piedmontscore.org](mailto:info@piedmontscore.org)

**Spartanburg Piedmont Chapter**

Spartanburg Community College -  
Tyger River Campus  
1875 East Main Street (Hwy 290)  
Duncan, SC 29334

**Phone:** (864) 592-6317

**Web:** [score@scsc.edu](mailto:score@scsc.edu)

**Summerville Coastal Chapter**

Summerville Chamber of Commerce  
402 N Main Street  
Summerville, SC 29483

**Phone:** (843) 873-2931

**Email:** [info@score285.org](mailto:info@score285.org)

**Web:** [www.score285.org](http://www.score285.org)

**Sumter Midlands Chapter**

Sumter Chamber of Commerce  
32 E Calhoun Street  
Sumter, SC 29150

**Phone:** (803) 775-1231 or (803) 775-0915

**Email:** [info@scoremidlands.org](mailto:info@scoremidlands.org)

**Web:** [www.scoremidlands.org](http://www.scoremidlands.org)

## BUSINESS INCUBATORS, RESOURCE CENTERS & ACCELERATORS

**Benedict College Small Business Incubator**

Dr. Darlene Booth-Bell  
Director

2601 Read Street

Columbia, SC 29204

**Phone:** (803) 705-4781

**Fax:** (803) 705-7080

**Email:** [belld@benedict.edu](mailto:belld@benedict.edu)

**Web:** <http://www.benedict.edu/cms/?q=node/192>

The Benedict College Small Business Incubator welcomes start-up businesses for two years as clients and tenants within the Business Development Center. Businesses selected to be participants in the incubation program are entrepreneurs interested in providing innovative new products, services, or approaches to business within the African American Community.

**CETi – USC's Startup Resource Center**

1225 Laurel Street, Columbia, SC 29201  
Greg Hilton, Director

**Email:** [ghilton@uscstartup.org](mailto:ghilton@uscstartup.org)

**Web:** [www.USCStartup.org](http://www.USCStartup.org)

CETi is the University of South Carolina's startup center. We are a launch pad connection point for students, faculty, alumni and entrepreneurs affiliated with the University of South Carolina. Our team of seasoned entrepreneurs works to build a dynamic and connected entrepreneurial ecosystem in the Columbia region, centered on the University of South Carolina. CETi provides a wide range of services, learning opportunities, and programs focused on building and accelerating early stage ventures. CETi is powered by USC's Office of Economic Engagement and located in the USC/Columbia Technology Incubator.

**Charleston Digital Corridor**

Ernest Andrade  
Executive Director

475-A E Bay Street

Charleston, SC 29403

**Phone:** (843) 724-3773

**E-mail:** [ernest@charlestondigitalcorridor.com](mailto:ernest@charlestondigitalcorridor.com)

**Web:** <http://www.charlestondigitalcorridor.com>

Charleston Digital Corridor is a creative effort to attract, nurture & promote Charleston's knowledge economy by facilitating a business, physical and social environment where technology companies thrive. Initiatives include office & meeting space, a talent portal, educational forums, site acquisition help, funding, and networking.

## **Clemson Apparel Research (CAR)**

Dr. Christine W. Cole

Director, Clemson Apparel Research

Professor Emerita, Materials Science and Engineering  
Clemson University

500 Lebanon Road

Pendleton, SC 29670

**Phone:** (864) 646-8454

**Fax:** (864) 646-8230

**Email:** [cwrv@clemson.edu](mailto:cwrv@clemson.edu)

**Web:** <http://car.clemson.edu/>

Clemson Apparel Research was established to revitalize the domestic sewn-products industry through the proper application of advanced technology and management practices. It offers consulting services to address specific manufacturing problems, research services to create new technologies and management systems for the sewn-products and textile industries, as well as manufacturing services through a 6,000 square foot model apparel plant to demonstrate state-of-the-art technology.

## **Clemson University Research Foundation (CURF)**

Casey Porto

Executive Director

91 Technology Drive

Anderson, SC 29625

**Phone:** (864) 656-0797

**Fax:** (864) 656-0474

**Email:** [cporto@clemson.edu](mailto:cporto@clemson.edu)

**Web:** [www.clemson.edu/curf](http://www.clemson.edu/curf)

CURF manages the technology transfer functions of Clemson University by taking assignment of inventions, obtaining intellectual property protections, working with faculty to evaluate commercial potential of discoveries, and licensing inventions to the private sector for public use. CURF owns and operates several facilities dedicated to business incubation that enable start-up companies to accelerate their growth through access to office and wet-lab space as well as other support services.

## **Don Ryan Center for Innovation**

David Nelems

400 Buckwalter Place Blvd.

Bluffton, SC 29910

**Mailing Address:**

P.O. Box 2277

Bluffton, SC 29910

**Phone:** (843) 540-0405

**Email:** [dnelems@townofbluffton.com](mailto:dnelems@townofbluffton.com)

**Web:** [www.ryan-innovation-center.com](http://www.ryan-innovation-center.com)

The Don Ryan Center for Innovation is designed to support new technology company formation and development in Bluffton, SC by helping technology innovators and small technology companies successfully develop and grow. To do this, the program links innovators to intellectual property, technology evaluation, product development services, seed

financing, business mentorship, corporate relationships and recruiting. The program blends the attributes of hands-on consulting support, resource identification and availability, and distance learning to help increase the probability innovators will be successful.

## **EngenuitySC**

George Hutton

Executive Director

P.O. Box 50768

Columbia, SC 29250

**Phone:** (803) 354-5720

**Email:** [ghutton@engenuitysc.com](mailto:ghutton@engenuitysc.com)

**Web:** <http://www.engenuitysc.com/>

Created in 2003, EngenuitySC is an active public/private partnership focused on the knowledge-based economy in the Columbia, South Carolina region. It is comprised of business and industry leaders, along with representatives from local government and academia. Its goal is to encourage entrepreneurship to commercialize ideas, technology, research, and public policy in an effort to help knowledge-based companies and create access to start-up investment capital.

## **The Enterprise Campus at Midlands Technical College**

J. Tom Ledbetter Jr.

Executive Director

P.O. Box 2405

151 Powell Road

Columbia, SC 29202

**Phone:** (803) 691-3885

**Email:** [ledbettert@midlandstech.edu](mailto:ledbettert@midlandstech.edu)

**Web:** <http://mtcenterprisecampus.com/>

The Enterprise Campus allows for interaction between the corporate community, faculty and students; thereby creating a seamless integration of innovative companies, emerging technologies and education. Benefits include access to applied learning and laboratory space, office space and resources, faculty resources, training facilities, continuing education, and customized workforce training.

## **The Faber Entrepreneurship Center at the Moore School of Business**

Dean Kress, Associate Director

Dr. Dirk D. Brown, Director

1705 College Street

Columbia, SC 29208

**Phone:** (803) 777-7015 Dean Kress

(803) 777-1717 Dr. Dirk Brown

**Email:** [kressd@moore.sc.edu](mailto:kressd@moore.sc.edu)

[Dirk.brown@moore.sc.edu](mailto:Dirk.brown@moore.sc.edu)

**Web:** <http://mooreschool.sc.edu/facultyresearch/researchcenters/faberentrepreneurshipcenter.aspx>

The Faber Entrepreneurship Center, endowed with a \$1 million gift from University of South Carolina alumni Tim and Karen Faber, seeks to provide USC students with intensive exposure to entrepreneurial concepts, small business management training, and interaction with a network of successful entrepreneurs in South Carolina. The Faber Entrepreneurship Center has recently focused on

providing companies in South Carolina with support at the intersection of New Venture Formation, Global Business, and Intellectual Property Strategy & Management

## **NEXT Greenville**

Brenda Laakso

Vice President

NEXT Innovation Center

411 University Ridge, Suite 202

Greenville, SC 29601

**Phone:** (864) 751-4806

**Email:** [blaakso@greenvillechamber.org](mailto:blaakso@greenvillechamber.org)

**Email:** [blaakso@nextupstatesc.org](mailto:blaakso@nextupstatesc.org)

**Web:** <http://www.nextupstatesc.org/>

NEXT clients are fast growth technology companies that own their intellectual property and have high potential for national and international growth. Sectors currently served include Internet technology, electronic device, biomedical, software, nanotechnology, and pharmaceutical. NEXT offers entrepreneurs access to an entrepreneurial community, angel investors, SBIR/STTR consultation, office space, a talent portal, a CEO Best Practice Forum, as well as hosting for a functional company web page on the NEXT website.



## SC BIO

Wayne Roper  
President  
411 University Ridge, Suite A  
Greenville, SC 29601  
**Phone:** (864) 751-4858  
**Email:** [wayne@wroper.com](mailto:wayne@wroper.com)  
**Web:** [www.scbio.org](http://www.scbio.org)

SCBIO is a member organization that exists to support and advance South Carolina's life science industry through collaboration, advocacy, workforce development, enhanced purchasing power and education. This mission furthers our goal of ensuring that South Carolina's companies, research institutions, and citizens reap the economic and societal benefits of a world-class life sciences cluster.

## SC Launch Innovation Centers

Greg Hillman  
Senior VP and General Manager  
1000 Catawba Street  
Columbia, SC 29201  
**Phone:** (843) 760-3280  
**Email:** [Greg.Hillman@scra.org](mailto:Greg.Hillman@scra.org)  
**Web:** [www.sclaunch.org](http://www.sclaunch.org)

## Southeastern Institute of Manufacturing and Technology (SiMT) - Manufacturing and Business Incubator

Jack Roach, Director  
1951 Pisgah Road  
Florence, SC 29502  
**Phone:** (843) 413-2705  
**Fax:** (843) 413-2717  
**Email:** [Jack.Roach@SiMT.com](mailto:Jack.Roach@SiMT.com)  
**Web:** [www.SiMT.com](http://www.SiMT.com)

The Manufacturing and Business Incubator at SiMT is designed to house and foster startup companies that are entering commercialization and light manufacturing stages of their business. The 27,400 square foot facility consists of flexible use, multi-tenant manufacturing and office spaces. The facility also has conference rooms, and is adjacent to the SiMT's Advanced Manufacturing Center, which offers services in the areas of CAD design, rapid prototyping, virtual reality simulations, CNC machining, workforce training, and business systems development.

## SCRA Innovation Centers:

### SCRA USC Innovation Center at Columbia

1000 Catawba Street  
Columbia, SC 29208  
**Phone:** (803) 733-9076

The innovation center is designed to house high-tech companies emerging from research at the University of South Carolina and entering commercialization and light manufacturing stages. This facility is situated and designed to stimulate and sustain clean next-generation manufacturing.

### SCRA MUSC Innovation Center at Charleston

645 Meeting Street

Charleston, SC 29403

**Phone:** (843) 760-5896

The innovation center is designed to support Charleston's growing biotechnology cluster. The 28,400 square foot facility will consist of flexible-use, multi-tenant laboratory and office space supporting biopharma, biomed and biotech research and commercialization. The building was opened in December 2009 and leasing applications are currently being accepted.

### SCRA/ATI Innovation Center at Greenwood

117 Gregor Mendel Circle  
Greenwood, SC 29646

**Phone:** (864) 953-3982

The innovation center offers wet laboratory, meeting, office, and conference space. The facility hosts companies conducting research and development as well as community events and meetings. A full genetics and biotechnology focused library, support staff, and close proximity to researchers at the Greenwood Genetic Center provide a hub for diagnostic, therapeutic, and pharmaceutical companies.

## South Carolina Coastal Community Development Corporation (SCCCDC)

Mary Dawson  
President – Board of Directors  
P.O. Box 206

10 DeGullah Way  
St. Helena Island, SC 29920

**Phone:** (843) 838-3295

**Fax:** (843) 838-2954

**Email:** [scccdc@embarqmail.com](mailto:scccdc@embarqmail.com)

**Web:** [www.southcarolinacoastalcdc.org](http://www.southcarolinacoastalcdc.org)

The SCCCDC's St. Helena Food Center houses a licensed commercial kitchen that is available to low / moderate-income residents interested in establishing food related businesses. The center assists food entrepreneurs and farmers in the sale of their products to supermarkets, specialty food stores, and local restaurants. The SCCCDC also offers a business incubator that contains furnished offices and a conference room for beginning entrepreneurs. Technological and administrative services are available.

## Spartanburg Community College's Center for Business and Entrepreneurial Development

Mike Forrester, SCCED  
Director of Economic Development  
**Physical Address:**  
1875 E Main Street/Highway 290  
Duncan, SC 29305

**Mailing Address:**

P.O. Box 4386

Spartanburg, SC 29305

**Phone:** (864) 592-6204

**Email:** [forresterm@sccsc.edu](mailto:forresterm@sccsc.edu)

**Web:** [www.sccsc.edu/econdev/business/sbi.aspx](http://www.sccsc.edu/econdev/business/sbi.aspx)

A primary resource for business development at SCC, The Center for Business and Entrepreneurial Development is an invaluable tool to assist entrepreneurs

and businesses launch, build, expand, and reorganize successful companies. The Center is in a foreign trade zone, located along the I-85 Corridor on Highway 290 in Duncan, South Carolina. It consists of four major sectors: Soft Landings Program, Small Business Incubator, Workforce Employment Services and Special Projects.

## Technology Incubator @ Knowledge Park

David J. Warner, Director, Technology Incubator  
Economic & Urban Development Department, City of Rock Hill

157 East Main Street, Suite 500

Rock Hill, SC

**Mailing Address:**

P.O. Box 11706

Rock Hill, SC 29731

**Phone:** (803) 329-8721

**Email:** [David.Warner@cityofrockhill.com](mailto:David.Warner@cityofrockhill.com)

## ThinkTEC

Jill Galmarini

Director

P.O. Box 975

4500 Leeds Avenue

N. Charleston, SC 29402

**Phone:** (843) 805-3015

**Fax:** (843) 723-4853

**Email:** [jgalmarini@charlestonchamber.org](mailto:jgalmarini@charlestonchamber.org)

**Web:** <http://thinktec.com/>

ThinkTEC is a Charleston Metro Chamber of Commerce initiative that facilitates start-up companies, grow existing business and attract new business in the high-tech arenas. These efforts include industry-specific conferences, public policy and legislative initiatives, program development, and educational events. Entrepreneurial training programs are offered through NxLevel.

**Tri-County Entrepreneur Development Corporation**

Tri-County Entrepreneur Development Corporation  
(TCEDC)

Dave Eldridge

Director

502 E. Main St.

Walhalla, SC 29691

**Phone:** (864) 638-4210

**Email:** [Deldridge1940@charter.net](mailto:Deldridge1940@charter.net)

**Web:** [www.oconeescdc.com](http://www.oconeescdc.com)

The TCEDC initiative seeks to stimulate economic development by working with entrepreneurs and/or small businesses in helping to grow their ideas in the Oconee area from concept to flourishing businesses. Assistance comes through mentoring services, providing incubator space and conducting training programs in partnership with Tri-County Technical College.

**University of South Carolina (USC) Columbia Technology Incubator**

Bill Kirkland

Executive Director

1225 Laurel Street

Columbia, SC 29201

**Phone:** (803) 545-4160 (office)

**Phone:** (803) 931-2544 (cell)

**Fax:** (803) 545-4881

**Email:** [info@usccolainc.org](mailto:info@usccolainc.org)

**Web:** [www.usccolainc.org](http://www.usccolainc.org)

The USC-Columbia Technology Incubator is for entrepreneurs who have a technology-based product or service and who wish to have interaction with the university R&D enterprise. It is expected the entrepreneur will have technical education or business experience to exploit the technology, as well as have a documented business plan that includes market analysis, financial projections, and funding requirement. For such entrepreneurs, the USCCTI will provide a broad scope of services including cost-effective office/laboratory space and support, prototype manufacturing facilities, product realization and development services and business consultation.

**University of South Carolina Salkehatchie Leadership Institute (USCSLI)**

James Everett

Business Consultant

Center for Business Development

P.O. Box 617

Allendale, SC 29810

**Phone:** (803) 584-3446 Ext. 269

**Fax:** (803) 584-5180

**Email:** [jeverett@mailbox.sc.edu](mailto:jeverett@mailbox.sc.edu)

**Web:** [uscsalkehatchie.sc.edu/leadership/index.html](http://uscsalkehatchie.sc.edu/leadership/index.html)

The USCSLI seeks to stimulate economic development in Allendale, Bamberg, Barnwell, Colleton, and Hampton Counties of South Carolina. The Center provides small business training and technical assistance to current and prospective business owners.

**The USC Upstate Business Incubator**

Darrell Parker

Dean

George Dean Johnson, Jr. College of Business and Economics

University of South Carolina Upstate

160 East St. John Street

Spartanburg, SC 29306

**Phone:** (864) 503-5312

**Fax:** (864) 503-5583

**Email:** [dparker@uscupstate.edu](mailto:dparker@uscupstate.edu)

The USC Upstate Business Incubator (USCUBI) is for entrepreneurs who wish to have interaction with the George Dean Johnson, Jr. College of Business and Economics in Spartanburg. We seek entrepreneurs with business experience and documented business plans that will enable involvement with students. Potential student project assistance includes market analysis, financial projections, and funding requirements. Student entrepreneurs are encouraged to use the incubator while developing projects working under a faculty-directed study program. The USCUBI will provide services including cubicle space and support and development services.

## LICENSES, PERMITS & REGULATIONS

Various types of licenses, permits and registrations may be required in order to conduct business in South Carolina. Federal, state and local laws and ordinances establish guidelines such as occupational matters, business licensing, environmental permitting and tax withholdings.

### BUSINESS LICENSE BASICS

South Carolina does not have a statewide business license requirement; therefore companies must apply for local business licenses. Most towns and municipalities require a business license. The following counties also require business licenses:

Beaufort County  
Charleston County  
Dorchester County  
Horry County  
Jasper County  
Marion County  
Richland County  
Sumter County

To obtain a license in one of these counties, contact the local business license office or visit [www.SCBOS.com](http://www.SCBOS.com) for a complete listing of offices.

### BUSINESS LICENSES & PERMITS

- ⇒ **Depending on the type of business, registration with the State of South Carolina** can be accomplished through the **Secretary of State's Office**, the **Department of Revenue** or through the **South Carolina Business One Stop**. [www.SCBOS.com](http://www.SCBOS.com)
- ⇒ **Federal Tax ID Number** which can be applied for at the **IRS Web site**. <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs> or through links at [www.SCBOS.com](http://www.SCBOS.com)
- ⇒ **Local Business Licenses** are often necessary for businesses located within city or town limits. Check with the local municipality for business license requirements. **SCBOS** lists Web site connections for each county and municipality. [www.SCBOS.com](http://www.SCBOS.com)
- ⇒ **Occupational Permits & State Licensing** may be required. New business owners should check with the **South Carolina Department of License, Labor and Regulation** to determine if an occupational permit is required for their business. [www.llr.state.sc.us](http://www.llr.state.sc.us)
- ⇒ **The Department of Health & Environmental Control's (DHEC) Small Business Environmental Assistance Program (SBEAP)** team is available to answer questions on environmental permitting and compliance issues for small businesses. Their services are free and non-regulatory. [www.SCDHEC.gov](http://www.SCDHEC.gov)
- ⇒ **State Certifications for Women and Minorities** promote the growth and development of small and minority owned businesses in South Carolina. Visit their Web site to find about how to become certified. [www.govoepp.state.sc.us/osmba](http://www.govoepp.state.sc.us/osmba)

### SMALL BUSINESS REGULATORY REVIEW COMMITTEE

The Small Business Regulatory Review Committee reviews new and existing state agency regulations that may adversely impact small businesses. The Committee, which is comprised of private-sector small business owners, was chartered to ensure that South Carolina's small business community has a voice and a level playing field on which to compete. Small businesses facing problems with a state agency regulation can call or write to the Committee at the Small Business Development office of the South Carolina Department of Commerce to explain their concerns.

Visit Small Business and Existing Industry at [www.SCBizNetwork.com](http://www.SCBizNetwork.com) for more information.

## LICENSES, PERMITS & REGULATIONS RESOURCES

### Internal Revenue Service (IRS)

Nivia Hayes  
Stakeholders Liaison, Small Business/Self Employed  
1835 Assembly Street MDP-26  
Columbia, SC 29201  
**Phone:** (803) 312-7774  
**Fax:** (877) 477-8412  
**Email:** [Nivia.hayes@irs.gov](mailto:Nivia.hayes@irs.gov)  
**Web:** <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed>

### Other helpful IRS resources:

- *Business and Specialty Helpline:* 1-800-829-4933
- *Electronic Federal Tax Payment System:* [www.eftps.gov](http://www.eftps.gov) or 1-800-555-4477
- *Tax Forms and Publications:* [www.irs.gov/formspubs](http://www.irs.gov/formspubs) or 1-800-829-3676

### Small Business Regulatory Review Committee (SBRRC)

Chuck Bundy  
1201 Main Street, Suite 1600  
Columbia, SC 29201  
**Phone:** (803) 737-0440  
**Fax:** (803) 737-3818  
**Email:** [cbundy@SCcommerce.com](mailto:cbundy@SCcommerce.com)  
**Web:** [www.SCcommerce.com](http://www.SCcommerce.com)

### South Carolina Business One Stop (SCBOS)

**SCBOS Helpline:** (803) 898-5690  
**Email:** [scboshelp@scbos.com](mailto:scboshelp@scbos.com)  
**Web:** [www.scbos.sc.gov](http://www.scbos.sc.gov)  
South Carolina Business One Stop or SCBOS is the official South Carolina business web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer at any time, 24 hours a day – 7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

### South Carolina Commission for Minority Affairs

Thomas Smith  
Executive Director  
6904 N Main Street, Suite 107  
Columbia, SC 29203  
**Phone:** (803) 333-9621  
**Fax:** (803) 333-9627  
**Web:** [www.state.sc.us/cma/](http://www.state.sc.us/cma/)

### South Carolina Department of Commerce

Chuck Bundy  
Manager, Business Services  
1201 Main Street, Suite 1600  
Columbia, SC 29201  
**Phone:** (803) 737-0440  
**Fax:** (803) 737-3818  
**Email:** [cbundy@SCcommerce.com](mailto:cbundy@SCcommerce.com)

**Web:** [www.SCcommerce.com](http://www.SCcommerce.com)

### South Carolina Department of Consumer Affairs

Elliot F. Elam  
Administrator  
3600 Forest Drive, 3rd Floor  
P.O. Box 5757  
Columbia, SC 29250  
**Phone:** (803) 734-4198 / (800) 922-1594  
**Email:** [Eelam@scconsumer.gov](mailto:Eelam@scconsumer.gov)  
**Web:** [www.scconsumer.gov](http://www.scconsumer.gov)

### South Carolina Department of Health and Environmental Control (SC DHEC), Small Business Environmental Assistance Program (SBEAP)

Phyllis T. Copeland  
Small Business Ombudsman  
SCDHEC—Bureau of Air Quality  
2600 Bull Street  
Columbia, SC 29201-1708  
**Phone:** (803) 898-0415 / (800) 819-9001  
**Fax:** (803) 898-4487  
**Email:** [copelapt@dhec.sc.gov](mailto:copelapt@dhec.sc.gov)  
**Web:** <http://www.scdhec.gov/environment/bag/sbeap/>

### South Carolina Department of Labor, Licensing and Regulation

Joan Wilkie  
Administrative Coordinator  
Synergy Business Park Kingstree Building  
110 Centerview Drive  
P.O. Box 11329  
Columbia, SC 29211-1329  
**Phone:** (803) 896-4684  
**Fax:** (803) 896-4515  
**Email:** [wilkiej@llr.sc.gov](mailto:wilkiej@llr.sc.gov)  
**Web:** [www.llr.state.sc.us](http://www.llr.state.sc.us)

### South Carolina Department of Labor, Licensing and Regulation Office of OSHA Voluntary Programs

Dottie Ison  
Administrator  
110 Centerview Drive  
P.O. Box 11329  
Columbia, SC 29211  
**Phone:** (803) 896-7665  
**Fax:** (803) 896-4310  
**Email:** [isond@llr.sc.gov](mailto:isond@llr.sc.gov)  
**Web:** [www.llr.state.sc.us/labor/scovp](http://www.llr.state.sc.us/labor/scovp)

### South Carolina Department of Revenue

SC Department of Revenue  
301 Gervais Street  
Columbia, SC 29201  
**Phone:** (803) 898-5000 (General Info)  
(803) 898-5709 (Income Tax Helpline)  
(803) 898-5788 (Sales Tax Helpline)  
**Web:** [www.sctax.org](http://www.sctax.org)

### South Carolina Department of Transportation (SCDOT), Disadvantaged Business Enterprise (DBE) Program

Dr. Arlene Prince  
Deputy Director  
Office of DBE Special Services Programs  
P.O. Box 191  
Columbia, SC 29202-0191  
**Phone:** (803) 737-1717  
**Fax:** (803) 737-2021  
**Web:** [http://www.scdot.org/doing/businessDevelop\\_SCUnified.asp](http://www.scdot.org/doing/businessDevelop_SCUnified.asp)

### South Carolina Department of Employment and Workplace

John L. Finan  
Executive Director  
1550 Gadsden Street  
P.O. Box 995  
Columbia, SC 29202  
**Phone:** (803) 737-2681  
**Web:** [www.sces.org](http://www.sces.org)

### South Carolina Film Commission, Production Guide

Tom Clark  
Dan Rogers  
1205 Pendleton Street, Suite 225  
Edgar A. Brown Building  
Columbia, SC 29201  
**Phone:** (803) 737-0490  
**Fax:** (803) 737-3104  
**Email:** [tclark@scprt.com](mailto:tclark@scprt.com)  
**Email:** [danrogers@scprt.com](mailto:danrogers@scprt.com)  
**Web:** [www.filmsc.com](http://www.filmsc.com)

### South Carolina Governor's Office of Small and Minority Business Assistance (OSMBA) Directory

1205 Pendleton Street, Suite 440A  
Edgar A. Brown Building  
Columbia, SC 29201  
**Phone:** (803) 734-0657  
**Fax:** (803) 734-2498  
**Web:** [www.govoepp.state.sc.us/osmba](http://www.govoepp.state.sc.us/osmba)

### South Carolina Office of the Secretary of State

P.O. Box 11350  
Columbia, SC 29211  
**Phone:** (803) 734-2345  
**Web:** [www.scsos.com](http://www.scsos.com)

### South Carolina Workers' Compensation Commission

Gary Cannon  
Executive Director  
P.O. Box 1715  
Columbia, SC 29201  
**Phone:** (803) 737-5744  
**Email:** [gcannon@wcc.sc.gov](mailto:gcannon@wcc.sc.gov)  
**Web:** [www.wcc.sc.gov](http://www.wcc.sc.gov)



## FINANCING YOUR SMALL BUSINESS

After outlining your business plan, the financial requirements of the business should become clear. This section will help you find the right financial resources.

### ARE YOU READY FOR FINANCING?

- ◆ **Develop a Business Plan:** Create a written document describing your business, including type of business and legal form, annual sales, number of employees, length of time in business and the ownership structure.
- ◆ **Determine Financing Needs:** Identify all startup expenses, estimate the costs of your business for at least the first several months, and create a realistic startup budget and cash flow model.
- ◆ **Discuss Your Credit Score:** Creditors use your credit score to determine if you qualify for additional lending. Credit scores help predict who is most likely to repay debt and make payments on time.

### TYPES OF FINANCING AVAILABLE

- ⇒ **Debt Financing** involves lenders such as banks, commercial finance companies and government-related lending. Depending on financial plans and goals, one of the following programs may suit your needs.
- ⇒ **The Small Business Administration (SBA)** is a group of independent agencies of the federal government created to aid, counsel, assist and protect the interests of small businesses. The SBA operates a loan guarantee program which can assist with up to \$2 million dollars in potential financing. [www.sba.gov](http://www.sba.gov)
- ⇒ **Community Express Loan Programs** help small businesses owned by minorities, women and veterans, or companies located in low-to-moderate income areas. [www.superiorfg.com](http://www.superiorfg.com)
- ⇒ **Council of Governments Loan Programs** partner with local counties, cities and towns to provide resources to foster economic development, usually in the form of a revolving loan program. [www.state.sc.us/cogs](http://www.state.sc.us/cogs)
- ⇒ **The SC Capital Access Program (SC CAP)** is designed to provide financial institutions with a tool to assist with business loans in which public resources are used to generate financing. [www.bdcofsc.org](http://www.bdcofsc.org)
- ⇒ **Equity Funding** requires selling an ownership interest in the business in exchange for capital. There are several options when considering who should invest in your company.
- ⇒ **Seed Capital Funds** may assist your financial goals through funding in the form of loans and equity. **SC Launch!** offers technology-based companies commercialization support and guidance, as well as up to \$200K in seed funding. [www.SCLaunch.org](http://www.SCLaunch.org)
- ⇒ **Angel Networks** are a good place to begin your search for funding. They are member-driven organizations that work to help support high-growth economic development in the region.

## FINANCING YOUR SMALL BUSINESS RESOURCES

### COMMUNITY DEVELOPMENT CORPORATIONS

#### Appalachian Development Corporation

David Mueller  
Executive Director  
3531 Pelham Road, Suite 100  
Greenville, SC 29615  
**Phone:** (864) 382-2351  
**Email:** [Mueller@adcloans.com](mailto:Mueller@adcloans.com)  
**Web:** [www.adcloans.com](http://www.adcloans.com)

This corporation was organized for the purpose of furthering economic development and social welfare in its respective counties through a variety of service providers and business lending programs. Most ADC programs can be used Statewide such as the SBA 7-A program, SBA 504 fixed asset program, SBA Community Advantage loan program, and the USDA Business and Industry program. Loan size can be from \$5,000 to \$5,000,000 depending on the program. The ADC provides technical assistance in 10 Upstate counties. They are also a source for New Market Tax Credit financing anywhere in the state.

#### Catawba Regional Development Corporation (CRDC)

Randy Pellisero  
Senior Lending Officer  
215 Hampton Street, Suite 200  
P.O. Box 450  
Rock Hill, SC 29731  
**Phone:** (803) 327-9041  
**Fax:** (803) 327-1912  
**Email:** [rpellisero@catawbacog.org](mailto:rpellisero@catawbacog.org)  
**Web:** <http://catawbacog.org/economic-development-lending/small-business-loans/>

CRDC is a 'gap' economic development lender, partnering with local banks, federal and state funders such as the Small Business Administration, the US Department of Agriculture, and the SC Department of Health and Environmental Control. Catawba Regional has worked with local businesses and governments to provide debt capital for business start-up, expansion, and brownfields cleanup. CRDC's work has resulted in multiple benefits: over \$50 million of loans have been made throughout state, leveraging \$120 million of private capital and creating over 2,000 South Carolina jobs. CRDC is a certified statewide SBA 504 lender, making fixed-asset loans of up to \$5.5 million. CRDC also provides small business loans (up to \$300,000) through its Revolving Loan Fund in the following SC counties: Chester, Lancaster, Union, York, Beaufort, Jasper, Colleton, Kershaw, Lee, Sumter, Clarendon, Hampton, Allendale, Aiken, Orangeburg, Bamberg, Barnwell and Calhoun.

#### CommunityWorks Carolina

Darius Jones, Director of Lending  
107 W. Antrim Drive  
Greenville, SC 29607

**Phone:** (864) 235-6331  
**Fax:** (864) 235-6326  
**Email:** [djones@cwcarolina.org](mailto:djones@cwcarolina.org)  
**Website:** <http://communityworkscarolina.org/support-tour-small-businesses/>

CommunityWorks provides financing and specialized training for small startup or existing businesses in the Upstate of South Carolina. Through the Micro-Loan Program eligible business owners can qualify for a loan up to \$15,000 and receive one on one business coaching to help them grow and sustain their business. If you are interested in applying for the program, please read the additional program requirements listed in the MicroLoan Fact Sheet on the CommunityWorks website, and then complete the Initial Contact Form also located on the CommunityWorks website.

#### Lowcountry Housing Trust

Michelle Mapp  
Executive Director  
1535 Hobby Street, Suite 209  
North Charleston, SC 29405  
**Phone:** (843) 973-7285  
**Fax:** (843) 973-3598  
**Email:** [michelle@lowcountryhousingtrust.org](mailto:michelle@lowcountryhousingtrust.org)  
**Website:** [www.lowcountryhousingtrust.org](http://www.lowcountryhousingtrust.org)

Lowcountry Housing Trust (LHT) is a regional affordable housing and community development financier that works with local governments, developers, community leaders, non-profits, and businesses to build strong, healthy communities. Since inception in 2004, LHT has infused more than \$13 million in community development financing into the community, resulting in the development of over 850 affordable housing units for Lowcountry families.

Recognizing that viable, sustainable communities include more than affordable housing, LHT recently expanded its mission to support the fundamental needs of underserved communities. While affordable housing will remain a priority, LHT now finances community facilities, community businesses, and healthy food retail outlets.

#### Santee-Lynches Regional Development Corporation, Revolving Loan Fund (RLF)

Kathy Powell  
Deputy and Finance Director  
36 W Liberty Street  
P.O. Drawer 1837  
Sumter, SC 29151-1837  
**Phone:** (803) 775-7381  
**Fax:** (803) 773-9903  
**Email:** [kpowell@slcog.org](mailto:kpowell@slcog.org)  
**Web:** [www.santee Lynchescog.org](http://www.santee Lynchescog.org)

The corporation's RLF funds are administered by Catawba Regional Development Corporation (CRDC). The RLF funds are a source of capital for assisting startup and growing businesses. It is used primarily as gap financing to help leverage private sector loans

and investments to fulfill an applicants' total capital needs companies to promote the economic development goals of the state.

### COUNCILS OF GOVERNMENT

**South Carolina's Councils of Governments (COG)** efforts include focusing on regional planning, keeping track of all types of statistical information, obtaining and administering grants, and supporting regional economic development.

#### Berkeley-Charleston-Dorchester (BCD) Council of Governments, Revolving Loan Fund (RLF)

*(Serving Berkeley, Charleston and Dorchester Counties)*  
Jacquelyn Dickerson Ideozu  
Community/Economic Development Specialist  
1362 McMillan Avenue, Suite 100  
N. Charleston, SC 29405  
**Phone:** (843) 529-0400  
**Fax:** (843) 529-0305  
**Email:** [jacquelynd@bcdcog.com](mailto:jacquelynd@bcdcog.com)  
**Web:** [www.bcdcog.com](http://www.bcdcog.com)

#### Lower Savannah Council of Governments, Economic Development, Revolving Loan Fund

*(Serving Aiken, Allendale, Bamberg, Barnwell, Calhoun, and Orangeburg Counties)*  
Frances Proveaux  
Finance Manager  
P.O. Box 850  
Aiken, SC 29802  
**Phone:** (803) 649-7981  
**Fax:** (803) 649-2248  
**Email:** [fproveaux@lscog.org](mailto:fproveaux@lscog.org)  
**Web:** [www.lscog.org](http://www.lscog.org)

#### Pee Dee Regional Council of Governments, Revolving Loan Fund

*(Serving Chesterfield, Darlington, Dillon, Florence, Marion and Marlboro Counties)*  
Glenn C. Lane  
Public Administration Specialist and RLF Loan Officer  
P.O. Box 5719  
Florence, SC 29502  
**Phone:** (843) 669-3138  
**Fax:** (843) 669-0511  
**Web:** [www.peedeecog.org/service.html](http://www.peedeecog.org/service.html)

#### Upper Savannah Council of Governments, Revolving Loan Fund

*(Serving Abbeville, Edgefield, Greenwood, Laurens, McCormick and Saluda Counties)*  
Sam Leaman  
Assistant Director  
P.O. Box 1366  
Greenwood, SC 29648

# South Carolina Just right.



**Phone:** (864) 941-8056 / (800) 922-7729  
**Fax:** (864) 941-8090  
**Email:** [sleaman@uppersavannah.com](mailto:sleaman@uppersavannah.com)  
**Web:** [www.uppersavannah.com](http://www.uppersavannah.com)

## **Waccamaw Regional Council of Governments, Revolving Loan Fund** (Serving Georgetown, Horry and Williamsburg Counties)

David M. Essex  
Executive Director  
1230 Highmarket Street  
Georgetown, SC 29440  
**Phone:** (843) 546-8502  
**Fax:** (843) 527-2302  
**Email:** [dessex@wrcog.org](mailto:dessex@wrcog.org)  
**Web:** <http://www.wrcog.org/>

## **EQUITY FINANCING**

### **Angel Partners (CHAP)**

Andrea Marshall  
Executive Administrator  
The Tate Center for Entrepreneurship  
College of Charleston  
5 Liberty Street  
Charleston, SC 29424  
**Phone:** (843) 881-5623  
**Email:** [andrea@charlestonangels.com](mailto:andrea@charlestonangels.com)  
**Web:** [www.chapsc.com](http://www.chapsc.com)  
CHAP is an organization composed of Charleston business professionals who screen and evaluate qualified startups looking for seed capital to support economic growth of the region.

### **InvestSC, S.C. Venture Capital Program**

Harry Huntley  
1201 Main Street, Suite 1600  
Columbia, SC 29201  
**Phone:** (803) 737-0627  
**Fax:** (803) 737-0628  
**Email:** [hhuntley@investsc.org](mailto:hhuntley@investsc.org)  
InvestSC was formed for the purpose of assisting the Venture Capital Authority in meeting the goals and objectives of the program. It consists of four capital funds chosen to invest in South Carolina-based

### **Johnson Magrath & Partners, LLP**

Matt Johnson  
Managing Partner  
164 Market Street, #281  
Charleston, SC 29401  
**Email:** [info@johnsonmagrath.com](mailto:info@johnsonmagrath.com)  
Johnson Magrath & Partners, LLP is a private investment group founded in 2006 and managed by partners in Charleston. Johnson Magrath invests in select public companies and in small, private companies with tremendous growth potential.

### **SCLaunch!**

Greg Hillman  
Director  
1330 Lady Street, Suite 505  
Columbia, SC 29201  
**Phone:** (843) 760-3280  
**Email:** [Greg.Hillman@SCRA.org](mailto:Greg.Hillman@SCRA.org)  
**Web:** [www.sclaunch.org](http://www.sclaunch.org)  
SCLaunch! accelerates entrepreneurial growth for advanced technology startups by providing seed-funding of up to \$200,000 in loans or investments, ongoing mentoring and business counseling, and access to Resource Network Services.

### **Upstate Carolina Angel Network**

Matt Dunbar  
Managing Director  
411 University Ridge, Suite 211  
Greenville, SC 29601  
**Email:** [matt@upstateangels.org](mailto:matt@upstateangels.org)  
**Web:** [www.upstateangels.com](http://www.upstateangels.com)  
The Upstate Carolina Angel Network, LLC (UCAN) is a group of accredited investors located in Upstate South Carolina who invest in and support start-up and early-stage, high-growth businesses in the Southeastern United States. Our members possess a broad array of business experiences and skills they bring to bear in helping to screen and evaluate potential portfolio companies. They also serve as a valuable resource for guidance and advice to entrepreneurs and their businesses once an investment is made. Since its inception in 2008, UCAN has invested \$5.6 million in 22 companies.

## **OTHER GOVERNMENT FINANCING (LOANS)**

### **Business Development Corporation (BDC) of South Carolina**

J Connally Bradley  
Senior Vice President  
P.O. Box 21823  
Columbia, SC 29221  
**Phone:** (803) 744-0308  
**Fax:** (803) 744-0608  
**Email:** [cbradley@BDCofSC.org](mailto:cbradley@BDCofSC.org)  
**Web:** [www.BDCofSC.org](http://www.BDCofSC.org)  
BDC is a non-bank commercial lending company specializing in the SBA 7(a) loan guaranty program.

### **City of Columbia**

#### **Office of Business Opportunities**

Josephus Howard  
Business Loan Officer  
1225 Lady Street, 1<sup>st</sup> Floor  
Columbia, SC 29201  
**Phone:** (803) 545-3957  
**Fax:** (803) 255-8912  
**Email:** [jhoward@columbiasc.net](mailto:jhoward@columbiasc.net)  
**Web:** <http://www.columbiasc.net/obo>

### **Charleston Local Development Corporation**

Sharon A. Brennan  
Executive Director  
75 Calhoun Street, Third Floor  
Charleston, SC 29401  
**Phone:** (843) 724-3704  
**Fax:** (843) 724 7354  
**Email:** [sharon@charlestonlfdc.com](mailto:sharon@charlestonlfdc.com)  
**Web:** [www.charlestonlfdc.com](http://www.charlestonlfdc.com)  
The LDC is an alternative lender that fosters economic development by promoting and assisting in the creation, growth and development of small business concerns through its technical and financial assistance programs. Its service area encompasses Charleston, Berkeley, Dorchester, and Colleton counties.

### **South Carolina Jobs-Economic Development Authority (JEDA)**

Harry Huntley  
Executive Director  
1201 Main Street, Suite 1600  
Columbia, SC 29201  
**Phone:** (803) 737-0627  
**Fax:** (803) 737-0628  
**Web:** [www.scjeda.com](http://www.scjeda.com)  
JEDA's mission is to promote the business and economic welfare of South Carolina by assisting in the financing of public and private projects throughout the state. JEDA serves as a statewide conduit issuer of special obligation revenue bonds and acts on behalf of the borrower to access financial markets and capital.

### **S.C. Capital Access Program (SC CAP)**

Edwin O. Lesley  
President and Treasurer  
Business Development Corporation of SC  
111 Executive Center Drive  
Enoree Building, Suite 225  
Columbia, SC 29210  
**Phone:** (803) 744-0312, Ext. 119  
**Fax:** (803) 744-0612  
**Email:** [elesley@bdcofsc.org](mailto:elesley@bdcofsc.org)  
**Web:** [www.businessdevelopment.org/sccap.php](http://www.businessdevelopment.org/sccap.php)  
SC CAP is used to promote economic development and job creation through small business in South Carolina by providing financial institutions with a flexible non-bureaucratic resource.

## **U.S. Department of Agriculture (USDA) Business and Industry (B&I) Guaranteed Loan Program**

Jesse T. Risher  
Program Director USDA  
Strom Thurmond Building  
1835 Assembly Street, Room 1007  
Columbia, SC 29201

**Phone:** (803) 765-5881

**Fax:** (803) 253-3180

**Email:** [Jesse.risher@sc.usda.gov](mailto:Jesse.risher@sc.usda.gov)

**Web:** [www.rurdev.usda.gov/sc/](http://www.rurdev.usda.gov/sc/)

The USDA B&I Guaranteed Loan Program helps to create jobs and stimulates rural economic by providing financial banking for rural businesses. The program provides up to 80 percent of a loan made by a commercial lender.

## **U.S. Small Business Administration (SBA) Loan Programs**

Lois Johnson  
Lender Relations Officer  
South Carolina Office  
1835 Assembly Street, Room 1425  
Columbia, SC 29201

**Phone:** (803) 253-3360

**Fax:** (803) 765-5962

**Email:** [mae.johnson@sba.gov](mailto:mae.johnson@sba.gov)

**Web:** [www.sba.gov/sc/](http://www.sba.gov/sc/)

SBA's loan programs provide long- and short-term loans for small businesses that might not qualify through normal lending channels.

company that can arrange 100% government-guaranteed debenture financing under the SBA 504 lending program, helping promote economic development and create jobs in South Carolina.

## **Provident Business Financial Services**

Keith Black  
President & CEO  
3937 Sunset Boulevard, Suite D  
W. Columbia, SC 29169

**Phone:** (803) 791-0071

**Fax:** (803) 233-7589

**Email:** [kblack@providentbfs.com](mailto:kblack@providentbfs.com)

**Web:** [www.providentbfs.com](http://www.providentbfs.com)

Provident provides fixed asset financing for land, building and equipment throughout SC to small business. Our fixed rate, 20 year loans can accommodate projects between \$300K to \$20 million.

## **NON-PROFIT LENDING INSTITUTIONS**

(See also: Community Development Corporations and Councils of Government)

### **Business Carolina, Inc. (BCI)**

Edward C. Kesser  
Senior Vice President – Lending  
1523 Huger Street, Suite A  
Columbia, SC 29201

**Phone:** (803) 461-3831

**Fax:** (803) 461-3819

**Email:** [ekesser@bcilending.com](mailto:ekesser@bcilending.com)

**Web:** [www.bcilending.com](http://www.bcilending.com)

BCI provides financial assistance for the expansion and purchase of fixed assets (such as real estate or equipment), business acquisitions, replenishing working capital, and debt restructuring for owner-managed businesses throughout the Southeast.

### **Certified Development Corporation (CDC) of South Carolina**

Edwin O. Lesley  
Executive Vice President  
P.O. Box 21823  
Columbia, SC 29221

**Phone:** (803) 798-4064

**Email:** [elesley@bdcofsc.org](mailto:elesley@bdcofsc.org)

**Web:** [www.Bdcofsc.org](http://www.Bdcofsc.org)

CDC is a non-profit statewide certified development



## MARKETING AND GROWING YOUR BUSINESS RESOURCES

In today's competitive marketplace, success is dependent upon clear and consistent marketing plans that make a business' products and/or services stand out from the competition. This section highlights public sector marketing resources available throughout the state.

### CREATING A MARKETING PLAN

- ◆ Make a list of your businesses goals, strengths and weaknesses.
- ◆ Analyze potential customer base for particular products.
- ◆ Consider product advantages and how they will be leveraged.
- ◆ Determine a pricing strategy for services and products.
- ◆ Create promotional programs, media outreach and advertising to reach preferred customer base.
- ◆ Evaluate short and long-term goals to ensure the best results.

### HOW TO MARKET YOUR BUSINESS

- ⇒ **Market your business** through print, Web and radio media if possible. This can be done through purchasing advertising or via strategic public relations. Convince the customer why your company and your services would be their optimal choice. If your budget allows, utilize the services of a marketing firm to get your plan started.
- ⇒ **Target customers** that are most likely to benefit from your services and will provide you with the most sales.
- ⇒ **Understand market size and trends** that will affect your customer base.
- ⇒ **Know your competition** by realistically assessing and comparing your strength and weaknesses. Compare products, services and performance.

### STATE AND FEDERAL CONTRACTING

- ⇒ Materials Management Office (MMO)
- ⇒ Procurement Technical Assistance Centers (PTAC)
- ⇒ The FedBizOpps for Federal Business Opportunities
- ⇒ The Carolinas' Minority Supplier Development Council
- ⇒ The Minority Business Enterprise Center of South Carolina

### GROW YOUR BUSINESS THROUGH THE BUYSC PROGRAM

**BuySC** is a product, material and service locator program designed to help new and existing South Carolina companies connect with South Carolina vendors and suppliers. The program utilizes resources from the South Carolina Department of Commerce, the South Carolina Technical College System, economic development allies, and national databases to match a company's needs with in-state resources.

**BuySC** relies on extensive knowledge of the state's existing supply chains, and works in concert with numerous economic development allies, which receive in-state supplier inquiries, to best serve a company's needs. To learn how **BuySC** can help your business grow, visit [www.SCBizNetwork.com](http://www.SCBizNetwork.com).

## BuySC Program

South Carolina Department of Commerce  
Business Services Department  
**Phone:** (803) 737-0601  
**Email:** [BuySC@SCcommerce.com](mailto:BuySC@SCcommerce.com)  
**Web:** [www.SCBizNetwork.com](http://www.SCBizNetwork.com)

## Clemson Institute for Economic and Community Development (CIECD)

Paul "Mac" Horton, Ph.D.  
Director and Associate Dean of  
Community Development  
South Carolina Rural Development  
Council  
900 Clemson Road  
Columbia, SC 29229  
**Phone:** (803) 788-5700  
**Email:** [mhorton@clemson.edu](mailto:mhorton@clemson.edu)  
**Web:** [www.clemson.edu/sandhill/](http://www.clemson.edu/sandhill/)  
CIECD offers Small Business and Marketing Plan classes from various curriculums including FastTrac GrowthVenture, FastTrac Techventure and eCommerceSC.

## ECI-Find New Markets

Fred Monk  
President  
P.O. Box 12186  
Columbia, SC 29211  
**Phone:** (803) 255-2623  
**Phone:** (803) 777-1177  
**Email:** [fmonk@findnewmarkets.com](mailto:fmonk@findnewmarkets.com)  
**Web:** [www.findnewmarkets.com](http://www.findnewmarkets.com)

## South Carolina Women's Business Center

Christie McConnell  
Program Director  
129 Cannon Street  
Charleston, SC 29403  
**Phone:** (843) 763-7333  
**Email:** [Christie@SCWBC.net](mailto:Christie@SCWBC.net)  
**Web:** [www.scwbc.net](http://www.scwbc.net)

## South Carolina Budget and Control Board Division of Procurement Services

1201 Main Street, Suite 600  
Columbia, SC 29201  
**Phone:** (803)-737-0600  
**Fax:** (803)-737-0639  
**Web:** [www.procurement.sc.gov/PS/PS-index.phtm](http://www.procurement.sc.gov/PS/PS-index.phtm)

## State Procurement Office (SPO)

John Stevens, CPPB, CPM  
**Email:** [jrstevens@mmo.sc.gov](mailto:jrstevens@mmo.sc.gov)

## Information Technology Management Office (ITMO)

Norma Hall, CPPO, CPPR, CPM  
**Email:** [nhall@mmo.sc.gov](mailto:nhall@mmo.sc.gov)

## Office of the State Engineer (OSE)

John St. C. White, PE  
**Email:** [jwhite@mmo.sc.gov](mailto:jwhite@mmo.sc.gov)

## STATE CONTRACTING RESOURCES

### State Engineer's Office

John St. C. White, PE  
State Engineer and CPO of Construction  
1201 Main Street, Suite 600  
Columbia, SC 29201  
**Phone:** (803) 737-0768  
**Email:** [jwhite@mmo.sc.gov](mailto:jwhite@mmo.sc.gov)

## INTERNATIONAL TRADE RESOURCES

### City of Columbia

#### Office of Economic Development

Deidre Crow  
Deputy Director, International Trade Liaison  
1201 Main Street, Suite 250  
Columbia, SC 29201  
**Phone:** (803) 734-2704  
**Fax:** (803) 734-2702  
**Email:** [dcrow@columbiasc.net](mailto:dcrow@columbiasc.net)  
**Web:** <http://columbia.sc.gov/cocextranet/index.cfm/index.cfm/development-gateway/office-of-economic-development/>

### SBA Export Trade Finance Officer

Dan Holt  
521 E Morehead Street, Suite 435  
Charlotte, NC 28202  
**Phone:** (704) 333-4886  
**Fax:** (704) 332-2681  
**Email:** [dan.holt@trade.gov](mailto:dan.holt@trade.gov)

### South Carolina Department of Commerce

Clarke Thompson  
International Trade Director  
1201 Main Street, Suite 1600  
Columbia SC 29201  
**Phone:** (803) 737-0400  
**Fax:** (803) 737-0538  
**Email:** [cthompson@SCcommerce.com](mailto:cthompson@SCcommerce.com)  
**Web:** [www.SCcommerce.com](http://www.SCcommerce.com)

### Minority Business Development Agency

Cheryl Salley  
Project Director  
1515 Richland Street  
Columbia, SC 29201  
**Phone:** (803) 743-1154  
**Fax:** (803) 743-1162  
**Email:** [csalley@columbiambdacenter.com](mailto:csalley@columbiambdacenter.com)  
**Web:** <http://columbiambdacenter.com/>

### Carolinas Minority Supplier Development Councils, Inc. (CMSDC)

Evette Beckett-Tuggle  
President  
200 S Tryon 10<sup>th</sup> floor, Suite 1000  
Charlotte, NC 28202  
**Phone:** (704) 549-1000  
**Fax:** (704) 549-1616  
**Email:** [EBeckett-Tuggle@carolinasmcdc.org](mailto:EBeckett-Tuggle@carolinasmcdc.org)  
**Web:** [www.carolinasmcdc.org](http://www.carolinasmcdc.org)

### U.S. Department of Commerce, U.S. Commercial Service, U.S. Export Assistance Centers (USEAC)

**Web:** [www.buyusa.gov/southcarolina](http://www.buyusa.gov/southcarolina)

### Midlands Office

Dorette Coetsee  
Director  
US Commercial Service-South Carolina  
USC Moore School of Business  
1705 College Street, Suite 607  
Columbia, SC 29208  
**Mobile:** (803) 397-4590  
**Phone:** (803) 777-2571  
**Fax:** (803) 777-2615  
**Email:** [Dorette.Coetsee@trade.gov](mailto:Dorette.Coetsee@trade.gov)

Amy Thomson  
Senior International Trade Specialist  
Columbia US Export Assistance Center  
USC Moore School of Business  
1705 College Street, Suite 607  
Columbia, SC 29208  
**Phone:** (803) 777-2563  
**Mobile:** (803) 920-9049  
**Fax:** (803) 777-2615  
**Email:** [Amy.Thomson@trade.gov](mailto:Amy.Thomson@trade.gov)

### Charleston Export Assistance Center

Phil Minard  
International Trade Specialist  
Charleston US Export Assistance Center  
1362 McMillan Avenue, Suite 100  
N. Charleston, SC 29405  
**Phone:** (843) 746-3404  
**Fax:** (843) 529-0305  
**Email:** [Phil.Minard@trade.gov](mailto:Phil.Minard@trade.gov)  
**Website:** [www.export.gov/southcarolina](http://www.export.gov/southcarolina)

### Greenville Office

Denis Csizmadia, Manager  
Greenville US Export Assistance Center  
Buck Mickle Center at Greenville Technical College  
216 Pleasantburg Drive  
Greenville, SC 29607  
**Phone:** (864) 250-8429  
**Fax:** (864) 250-6729  
**Email:** [denis.csizmadia@trade.gov](mailto:denis.csizmadia@trade.gov)  
**Web:** <http://export.gov>

## WORKFORCE DEVELOPMENT

The South Carolina Department of Commerce is committed to ensuring that South Carolinians have the education and training necessary to fill the most in-demand jobs. This section provides valuable insight into workforce resources offered by the South Carolina Department of Employment & Workforce.

### THE WORKFORCE DIVISION CAN ASSIST WITH:

- ◆ Finding qualified employees
- ◆ Employee retention
- ◆ Human resources set-up
- ◆ Training programs through the Technical/Community Colleges
- ◆ Management training
- ◆ Apprenticeships through the Apprenticeship Carolina Program

#### **Incumbent Worker Training**

Funds may be available to train current employees to meet changing skill requirements due to new technology, restructuring, new product lines and many other factors. An employer match is required. Funding priority is given to training that will lead to significant upgrades in employee skills or wages, or that will result in layoff aversion and better retention opportunities. Funding for this program is allocated annually.

#### **On-the-Job Training**

May provide reimbursement for up to 50-75 percent (depending on the size of the business) of the wage rates for new hires that are trained on-site. These funds help offset the costs of training and the related supervision. The length of the reimbursement is based on occupation, the content of the training and the prior work experience of the new hire.

#### **readySC™**

The readySC™ program, offered through the South Carolina Technical College System, can coordinate training needs at no cost for eligible new or expanding companies throughout the state. The program works with the state's 16 technical colleges to develop training curriculum tailored to meet a company's workforce requirements. More than a quarter million workers have been trained since the program's inception. [www.readysc.org](http://www.readysc.org)

#### **Apprenticeship Carolina Program**

Apprenticeship Carolina's primary mission is to ensure that all employers in South Carolina have access to the information and technical assistance they need to create their own demand-driven registered apprenticeship programs by working with the 16 technical colleges across the state. [www.sctechsystem.edu/ApprenticeshipCarolina](http://www.sctechsystem.edu/ApprenticeshipCarolina)

#### **WorkReady SC Initiative**

The WorkReady SC initiative provides a common language defining skill levels for South Carolina employers and job seekers and provides credentials for South Carolina workers. It is based on the WorkKeys® Job Skills Assessment System. The system connects work skills, training and testing for education and employers; makes it easier to meet the requirements of federal programs and legislation; supports economic and workforce development programs and is the basis for the National Career Readiness Certificate. [www.WorkReadySC.com](http://www.WorkReadySC.com)

## WORKFORCE DEVELOPMENT RESOURCES

**University of South Carolina (USC),  
Daniel-Mickel Center for Executive Education**  
Jacqueline S. Hunt  
Events and Facilities Management  
1705 College Street  
Columbia, SC 29208  
**Phone:** (803) 777-2146  
**Fax:** (803) 777-4447  
**Email:** [jacqueline.hunt@moore.sc.edu](mailto:jacqueline.hunt@moore.sc.edu)

### LOCAL WORKFORCE INVESTMENT AREAS

Contact your local Workforce Investment Area to get started. For more information, visit [www.WorkforceSouthCarolina.com](http://www.WorkforceSouthCarolina.com).

#### **Berkeley-Charleston-Dorchester Council of Governments**

*(Serving Berkeley, Charleston, Dorchester Counties)*  
Ronald E. Mitchum  
Executive Director  
1362 McMillan Avenue, Suite 100  
N. Charleston, SC 29405  
**Phone:** (843) 529-0400  
**Fax:** (843) 529-0305  
**Email:** [ronm@bcdcg.com](mailto:ronm@bcdcg.com)  
**Web:** [www.bcdcg.com](http://www.bcdcg.com)

#### **Catawba Regional Council of Governments**

*(Chester, Lancaster, York Counties)*  
Nicole Lawing  
Workforce Development Administrator  
P.O. Box 450  
Rock Hill, SC 29731  
**Phone:** (803) 327-9041  
**Fax:** (803) 327-1912  
**Email:** [nlawing@catawbacog.org](mailto:nlawing@catawbacog.org)  
**Web:** [www.catawbacog.org](http://www.catawbacog.org)

#### **Central Midlands Council of Governments**

*(Serving Lexington, Richland, Newberry, Fairfield Counties)*  
Norman Whitaker  
Executive Director  
236 Stoneridge Drive  
Columbia, SC 29210  
**Phone:** (803) 376-5390  
**Fax:** (803) 376-5394  
**Email:** [nwhitaker@centralmidlands.org](mailto:nwhitaker@centralmidlands.org)  
**Web:** [www.centralmidlands.org](http://www.centralmidlands.org)

**Greenville County Workforce Development Board**  
Dean Jones  
Workforce Development Administrator  
301 University Ridge, Suite 1500  
Greenville, SC 29601-3665  
**Phone:** (864) 467-3605  
**Fax:** (864) 467-3603  
**Email:** [dejones@greenvillecounty.org](mailto:dejones@greenvillecounty.org)  
**Web:** [www.greenvillewib.com](http://www.greenvillewib.com)

#### **Lowcountry Council of Governments**

*(Beaufort, Colleton, Hampton, Jasper Counties)*  
Hank Amundson  
Workforce Development Administrator  
P.O. Box 98  
Yemassee, SC 29945  
**Phone:** (843) 726-5536  
**Fax:** (843) 726-5165  
**Email:** [hamundson@lowcountrycog.org](mailto:hamundson@lowcountrycog.org)  
**Web:** [www.lowcountryworkforce.org](http://www.lowcountryworkforce.org)

#### **Lower Savannah Council of Governments**

*(Aiken, Allendale, Bamberg, Barnwell, Calhoun, Orangeburg Counties)*  
Samuel "Sam" R. Jordan  
Workforce Development Administrator  
P.O. Box 850  
2748 Wagener Road  
Aiken, SC 29802-0850  
**Phone:** (803) 649-7981  
**Fax:** (803) 649-2248  
**Email:** [sjordan@lscog.org](mailto:sjordan@lscog.org)  
**Web:** [www.lswia.org](http://www.lswia.org)

#### **Midlands Workforce Development Board**

*(Fairfield, Lexington, Richland Counties)*  
Bonnie Austin  
Workforce Development Administrator  
100 Executive Center Drive, Suite 218  
Columbia, SC 29210  
**Phone:** (803) 744-1670 ext. 101  
**Fax:** (803) 744-1671  
**Email:** [baustin@mwdb.org](mailto:baustin@mwdb.org)  
**Web:** [www.midlandsworkforce.org](http://www.midlandsworkforce.org)

#### **Pee Dee Regional Council of Governments**

*(Chesterfield, Darlington, Dillon, Florence, Marion, Marlboro)*  
Joette Dukes  
Workforce Development Administrator  
P.O. Box 5719  
Florence, SC 29502  
**Phone:** (843) 669-3138

**Fax:** (843) 679-3743  
**Email:** [j-dukes@sc.rr.com](mailto:j-dukes@sc.rr.com)  
**Web:** [www.peedeewib.org](http://www.peedeewib.org)

#### **Santee Lynches Regional Council of Governments**

*(Clarendon, Kershaw, Lee, Sumter Counties)*  
Aaretha Clark  
Workforce Development Administrator  
P.O. Box 1837  
Sumter, SC 29151  
**Phone:** (803) 775-7381  
**Fax:** (803) 773-9903  
**Email:** [aclark@slog.org](mailto:aclark@slog.org)  
**Web:** [www.slworkforcedev.org](http://www.slworkforcedev.org)

#### **The South Carolina Manufacturing Extension Partnership (SCMEP)**

John Irion, President  
Chuck Spangler, COO  
**Manufacturing Education Facility:**  
37 Villa Road, Suite 500  
Greenville, SC 29615  
**Phone:** (864) 288-5687  
**Email:** [jirion@scmep.org](mailto:jirion@scmep.org), [cspangler@scmep.org](mailto:cspangler@scmep.org)

#### **Upper Savannah Council of Governments**

*(Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda)* Sandra Johnson  
WIA Administrator  
P.O. Box 1366  
Greenwood, SC 29648  
**Phone:** (864) 941-8055  
**Fax:** (864) 941-8090  
**Email:** [sjohnson@uppersavannah.com](mailto:sjohnson@uppersavannah.com)  
**Web:** [www.us1stops.com](http://www.us1stops.com)

#### **Upstate Workforce Investment Board**

*(Cherokee, Spartanburg, Union Counties)*  
Ann Fesperman Angermeier  
Executive Director  
145 N Church Street  
Spartanburg, SC 29306  
**Phone:** (864) 596-2028  
**Fax:** (864) 596-2199  
**Email:** [angermeier@upstatewib.org](mailto:angermeier@upstatewib.org)  
**Web:** [www.upstatewib.org](http://www.upstatewib.org)

#### **Waccamaw Regional Council of Governments**

Hattie T. Linen  
Workforce Development Program Specialist  
200 N Fraser Street  
Georgetown, SC 29440  
**Phone:** (843) 546-4231, ext: 111  
**Fax:** (843) 520-0642  
**Email:** [hlinnen@wrcog.org](mailto:hlinnen@wrcog.org)  
**Web:** [www.wrcog.org](http://www.wrcog.org)



**WorkLink Workforce Investment Board**  
(Anderson, Oconee, Pickens Counties)

Ronnie Allen  
Executive Director  
511 Westinghouse Road  
Pendleton, SC 29670  
**Phone:** (864) 646-1548  
**Fax:** (864) 646-2814  
**Email:** [rallen@worklinkweb.com](mailto:rallen@worklinkweb.com)

**STATE BOARD FOR TECHNICAL & COM-  
PREHENSIVE EDUCATION/SOUTH  
CAROLINA TECHNICAL AND COMMU-  
NITY COLLEGE SYSTEM****readySC™**

**Division of Economic Development  
& Workforce Competitiveness**  
South Carolina Technical College System  
Ed Richardson  
Associate Vice President  
111 Executive Center Drive  
Columbia, SC 29210  
**Phone:** (803) 896-5331  
**Web:** [www.readysc.org](http://www.readysc.org)

**Apprenticeship Carolina**  
**Division of Economic Development  
& Workforce Competitiveness**  
SC Technical College System  
Brad Neese  
Director  
111 Executive Center Drive  
Columbia, SC 29210  
**Phone:** (803) 896-5736  
**Email:** [Neese@scstechsystem.edu](mailto:Neese@scstechsystem.edu)  
**Web:** [www.apprenticeshipcarolina.com](http://www.apprenticeshipcarolina.com)

**SC Technical College System**

Darrel Staat  
President  
111 Executive Center Drive  
Columbia, SC 29210  
**Phone:** (803) 896-5280  
**Web:** [www.scstechsystem.edu](http://www.scstechsystem.edu)

**SOUTH CAROLINA TECHNICAL  
COLLEGE SYSTEM****Aiken Technical College**

Dr. Gemma Frock  
Vice President of Education and Training  
Development  
P.O. Drawer 696  
Aiken, SC 29802-0696  
**Phone:** (803) 593-9954 ext. 1226

**Fax:** (803) 594-9461  
**Email:** [frock@atc.edu](mailto:frock@atc.edu)  
**Web:** [www.atc.edu](http://www.atc.edu)

**Central Carolina Technical College**

Jack Neal  
Dean, Industrial & Engineering Technology  
& Workforce Development  
506 N Guignard Drive  
Sumter, SC 29150  
**Phone:** (803) 778-7814  
**Fax:** (803) 778-7848  
**Email:** [nealej@cctech.edu](mailto:nealej@cctech.edu)  
**Web:** [www.cctech.edu](http://www.cctech.edu)

**Denmark Technical College**

Robert Brown  
Associate Vice President for  
Economic and Workforce Development  
P.O. Box 327  
Denmark, SC 29042  
**Phone:** (803) 793-5162  
**Fax:** (803) 793-5156  
**E-mail:** [BrownR@denmarktech.edu](mailto:BrownR@denmarktech.edu)  
**Web:** [www.denmarktech.edu](http://www.denmarktech.edu)

**Florence-Darlington Technical College**

Jack Roach  
Director of Southeastern Institute of  
Manufacturing and Technology  
P.O. Box 100549  
Florence, SC 29502  
**Phone:** (843) 413-2705  
**Fax:** (843) 413-2717  
**Email:** [Jack.Roach@SIMT.com](mailto:Jack.Roach@SIMT.com)  
**Web:** [www.simt.com](http://www.simt.com)

**Greenville Technical College**

Cynthia Eason  
Vice President, Corporate & Economic  
Development  
P.O. Box 5616  
Greenville, SC 29607  
**Phone:** (864) 250-8601  
**Fax:** (864) 250-8477  
**Email:** [Cynthia.eason@gvltec.edu](mailto:Cynthia.eason@gvltec.edu)  
**Web:** [www.gvltec.edu](http://www.gvltec.edu)

**Horry-Georgetown Technical College**

Gregory Mitchell  
Vice President, Workforce Development &  
Continuing Education  
P.O. Box 261966  
Conway, SC 29528  
**Phone:** (843) 477-2032  
**Fax:** (843) 232-1106  
**Email:** [greg.mitchell@hgtec.edu](mailto:greg.mitchell@hgtec.edu)  
**Web:** [www.hgtec.edu](http://www.hgtec.edu)

**Midlands Technical College**

Barrie Kirk  
Vice President, Corporate & Continuing Education  
& Economic Development  
151 Powell Road  
Columbia, SC 29203  
**Phone:** (803) 691-3875  
**Fax:** (803) 691-3918  
**Email:** [KirkB@midlandstech.edu](mailto:KirkB@midlandstech.edu)  
**Web:** [www.midlandstech.edu/cce](http://www.midlandstech.edu/cce)

**Northeastern Technical College**

Sherrie Chapman  
Dean of Continuing Education  
1201 Chesterfield Hwy  
Cheraw, SC 29520  
**Phone:** (843) 921-6922  
**Fax:** (843) 921-1479  
**Email:** [schapman@netc.edu](mailto:schapman@netc.edu)  
**Web:** [www.netc.edu](http://www.netc.edu)

**Orangeburg-Calhoun Technical College**

Dr. Rebecca Battle-Bryant  
Associate Vice President, Career Training  
& Development  
3250 St. Matthews Road NE  
Orangeburg, SC 29118  
**Phone:** (803) 535-1231  
**Fax:** (803) 535-1238  
**Email:** [Battle-BryantR@OCtech.edu](mailto:Battle-BryantR@OCtech.edu)  
**Web:** [www.octech.edu](http://www.octech.edu)

**Piedmont Technical College**

Rusty Denning  
Associate Vice President of Continuing  
Education & Economic Development  
P.O. Drawer 1467  
Greenwood, SC 29648  
**Phone:** (864) 941-8417  
**Fax:** (864) 941-8777  
**Email:** [denning.r@ptc.edu](mailto:denning.r@ptc.edu)  
**Web:** [www.ptc.edu](http://www.ptc.edu)

**Spartanburg Community College**

Mike Forrester  
Executive Assistant to the President and  
Director of Economic Development  
P.O. Box 4386  
Spartanburg, SC 29305  
**Phone:** (864) 592-6204  
**Fax:** (864) 592-4609  
**Email:** [forresterm@scsc.edu](mailto:forresterm@scsc.edu)  
**Web:** [www.scsc.edu](http://www.scsc.edu)

Corporate and Community Education  
Director Economic Development  
P.O. Box 4386  
Spartanburg, SC 29305  
**Phone:** (864) 592-4805  
**Fax:** (864) 592-4609  
**Email:** [forresterm@sccsc.edu](mailto:forresterm@sccsc.edu)  
**Web:** [www.sccsc.edu](http://www.sccsc.edu)

**Technical College of the Lowcountry**  
Nancy Weber  
Vice President for Continuing Education  
and Institutional Advancement  
921 S Ribaut Road  
P.O. Box 1288  
Beaufort, SC 29901  
**Phone:** (843) 525-8226  
**Fax:** (843) 525-8362  
**Email:** [nweber@tcl.edu](mailto:nweber@tcl.edu)  
**Web:** [www.tcl.edu](http://www.tcl.edu)

**Tri-County Technical College**  
Rich Cothran  
Dean of Corporate & Community Learning  
P.O. Box 587  
Pendleton, SC 29670  
**Phone:** (864) 646-1701  
**Fax:** (864) 646-1897  
**Email:** [rcothran@tctc.edu](mailto:rcothran@tctc.edu)  
**Web:** [www.tctc.edu/learn](http://www.tctc.edu/learn)

**Trident Technical College**  
Skip Godow  
Vice President, Continuing Education  
& Economic Development  
P.O. Box 118067  
Charleston, SC 29423-8067  
**Phone:** (843) 574-6022  
**Fax:** (843) 574-6470  
**Email:** [skip.godow@tridenttech.edu](mailto:skip.godow@tridenttech.edu)  
**Web:** [www.tridenttech.edu](http://www.tridenttech.edu)

**Williamsburg Technical College**  
Kenneth Wooten  
Director of Continuing Education  
601 Martin Luther King Jr. Avenue  
Kingstree, SC 29556-4103  
**Phone:** (843) 355-4150  
**Fax:** (843) 355-4298  
**Email:** [wootenk@wiltech.edu](mailto:wootenk@wiltech.edu)  
**Web:** [www.wiltech.edu](http://www.wiltech.edu)

**York Technical College**  
Dr. Joanne Zukowski  
Associate Vice President of Economic &  
Workforce Development  
452 S Anderson Road  
Rock Hill, SC 29730  
**Phone:** (803) 325-2873  
**Fax:** (803) 981-7327  
**Email:** [JZukowski@YorkTech.com](mailto:JZukowski@YorkTech.com)  
**Web:** [www.yorktech.com](http://www.yorktech.com)

## BUSINESS OPERATIONS

Many issues must be addressed when running a business – from insurance to process improvements, to taxes and supply chain relationships. Business operations are all activities associated with running a business that produce value for the business. Generating revenue efficiently and effectively is a vital part of owning and running a business – which makes it extremely important to consider all aspects of running a business when building a business plan.

### THINGS TO CONSIDER:

- ♦ Insurance to protect businesses as well as employees.
- ♦ Business tax filings and Certified Public Accountants.
- ♦ Operating efficiently and staying profitable.
- ♦ Energy costs and how businesses can reduce them.
- ♦ Business continuity and disaster planning. How will the business recover?
- ♦ Can a recycling program help your business?

### BUSINESS OPERATIONS RESOURCES

- ⇒ **Insurance:** Consider and research the different types of insurance related to running a business – Property & Casualty, Employee Health and Workers' Compensation to name a few. The **South Carolina Insurance News Service** provides insurance related information from around the state and country for business owners. Learn more at [www.scinsnews.com](http://www.scinsnews.com).
- ⇒ **Taxes:** It is important to develop a good working relationship with your accountant. Your accountant should be familiar with key tax dates and the necessary documentation. For more information, contact a local **IRS tax office**, the **South Carolina Department of Revenue** or the **South Carolina Business One Stop**. [www.irs.gov](http://www.irs.gov), [www.scbos.com](http://www.scbos.com)
- ⇒ **Process Improvement/Operational Efficiency:** South Carolina's Manufacturing Extension Partnership (MEP) and other industry related organizations are available to help with process improvement and operational efficiency. For more information about how MEP can help your business, visit [www.scmep.org](http://www.scmep.org).

### RECYCLING WORKS – BUSINESS RECYCLING OPPORTUNITIES IN SOUTH CAROLINA

Recycling can save your business money in avoided disposal costs – and may even produce revenue. Recycling also saves energy and natural resources. The **South Carolina Smart Business Recycling Program** provides free, confidential, non-regulatory technical assistance on recycling, waste reduction, beneficial reuse and other ways for businesses to conserve resources and improve their bottom line. The South Carolina Department of Commerce's easy-to-use **Recycling Business Directory** provides convenient search features that allow users to find outlets for recycling commodities.

For more information on recycling, visit the recycling section of [www.SCBizNetwork.com](http://www.SCBizNetwork.com), or the South Carolina Smart Business Recycling Program at [www.scdhec.gov/environment/lwm/recycle/index.htm](http://www.scdhec.gov/environment/lwm/recycle/index.htm).

## Internal Revenue Service (IRS)

Nivia Hayes  
Stakeholder Liaison, Small Business/Self-employed  
SBSE Stakeholders Liaison  
1835 Assembly Street, MDP-26  
Columbia, SC 29201  
**Phone:** (803) 312-7774  
**Fax:** (877) 477-8412  
**Email:** [Nivia.hayes@irs.gov](mailto:Nivia.hayes@irs.gov)  
**Web:** <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed>

## Other helpful IRS resources:

- *Business and Specialty Helpline:*  
1 (800) 829-4933
- *Electronic Federal Tax Payment System:*  
[www.eftps.gov](http://www.eftps.gov) or 1 (800) 555-4477
- *Tax Forms and Publications:* [www.irs.gov/formspubs](http://www.irs.gov/formspubs) or 1 (800) 829-3676
- *SC Insurance News Service:* 240 Stoneridge Drive, Suite 110, Columbia, SC 29210

## Emergency Support Function

### Business & Industry

### State Warning Point

Chuck Bundy

**Phone:** (803) 737-0440

**Email:** [cbundy@SCcommerce.com](mailto:cbundy@SCcommerce.com)

## South Carolina Department of Health and Environment Control- Green Hospitality Program

Elizabeth Rosinski  
Program Coordinator  
2600 Bull Street-Bureau of Land and Waste Management  
Columbia, SC 29201  
**Phone:** (803) 896-4238 or (800) 768-7348  
**Email:** [rosinsev@dhcec.sc.gov](mailto:rosinsev@dhcec.sc.gov)  
**Web:** [https://www.scdhec.gov/environment/lwm/recycle/green\\_hospitality/](https://www.scdhec.gov/environment/lwm/recycle/green_hospitality/)

This program is a free, voluntary program designed to help South Carolina's hospitality industry reduce the environmental impact of its operations and incorporate environmental stewardship and sustainability in its business practices. It also promotes and recognizes hotels, restaurants and other hospitality facilities for their environmentally conscious practices.

## South Carolina Department of Health and Environment Control—South Carolina Materials Exchange

Eric Melaro  
Program Coordinator  
2600 Bull Street  
Columbia, SC 29201  
**Phone:** (803) 896-4231  
**Email:** [scme@dhcec.sc.gov](mailto:scme@dhcec.sc.gov)  
**Web:** <http://www.scdhec.gov/scme>  
The Exchange is a free, web-based service that seeks to reduce waste by facilitating the exchange of reusable materials by businesses, non-profit institutions and government agencies.

## South Carolina Department of Health and Environment Control- Smart Business Recycling Program

Elizabeth Rosinski  
Program Coordinator  
2600 Bull Street-Bureau of Land and Waste Management  
Columbia, SC 29201  
**Phone:** (803) 896-4238 or (800) 768-7348  
**Email:** [smartbiz@dhcec.sc.gov](mailto:smartbiz@dhcec.sc.gov)  
**Web:** [http://www.scdhec.gov/environment/lwm/recycle/smart\\_business/](http://www.scdhec.gov/environment/lwm/recycle/smart_business/)

This program provides free, confidential, nonregulatory technical assistance on recycling, waste reduction, beneficial reuse and other ways for businesses to conserve resources and improve their bottom line.

## South Carolina Department of Insurance

Ann Roberson  
Public Information Director  
1201 Main Street, Suite 1000  
Columbia, SC 29201  
**Phone:** (803) 737-6160  
**Fax:** (803) 737-6205  
**Email:** [info@doi.sc.gov](mailto:info@doi.sc.gov)  
**Web:** [www.doi.sc.gov](http://www.doi.sc.gov)

## South Carolina Insurance News Service

Russ Dubisky  
Executive Director  
1301 Gervais Street, Suite 715  
Columbia, SC 29201  
**Phone:** (803) 252-3455  
**Fax:** (803) 779-0189  
**Email:** [russd@scinsnews.com](mailto:russd@scinsnews.com)  
**Web:** [www.scinsnews.com](http://www.scinsnews.com)

## South Carolina Manufacturing Extension Partnership (SCMEP)

John Irion, President  
Chuck Spangler, COO  
**Headquarters:**  
1301 Gervais Street, Suite 910  
Columbia, SC 29201  
**Phone:** (803) 252-6796  
**Fax:** (803) 254-8512  
**Manufacturing Education Facility:**  
37 Villa Road, Suite 500  
Greenville, SC 29615  
**Phone:** (864) 288-5687  
**Email:** [jirion@scmep.org](mailto:jirion@scmep.org)  
[cspangler@scmep.org](mailto:cspangler@scmep.org)  
**Web:** [www.scmep.org](http://www.scmep.org)

The SCMEP's mission is to partner with companies and agencies throughout the state to help to strategically improve their competitiveness, performance and profitability by driving growth and eliminating waste. With consultants located throughout the state and a manufacturing education facility in Greenville, the SCMEP works in all regions of the state and in all critical areas of business essential to improving manufacturing competitiveness.

## RECYCLING RESOURCES

### Asphalt Rubber Technology Service

David Wingard, Program Administrator  
2002 Hugo Drive  
Clemson University  
Clemson, SC 29634  
**Phone:** (864) 656-6799  
**Email:** [arts@ces.clemson.edu](mailto:arts@ces.clemson.edu)  
**Web:** [www.Ces.clemson.edu/arts](http://www.Ces.clemson.edu/arts)  
The program promotes, designs, and tests the use of recycled scrap tires in rubberized asphalt and other civil infrastructure applications.

### Carolina Recycling Association

Anna Shirley  
Office Manager P.O. Box 1296  
Greenville, SC 29602  
**Phone:** (877) 972-0007  
**Email:** [staff@cra-recycle.org](mailto:staff@cra-recycle.org)  
**Web:** <http://cra.mycoville.com/home-7/>  
This association provides education, marketing, and resource tools for the recycling industry.

### Charleston Green Business Challenge

Carolee Williams  
Project Manager City of Charleston  
75 Calhoun Street, Third Floor  
Charleston, SC 29401  
**Phone:** (843) 724-3776  
**Email:** [williamsc@charleston-sc.gov](mailto:williamsc@charleston-sc.gov)  
**Web:** [www.charlestongbc.com](http://www.charlestongbc.com)  
The goals of Charleston's voluntary Green Business Challenge (GBC) are to improve the performance of commercial and institutional buildings and their operations through reducing energy and water consumption, and waste reduction. Businesses in the Charleston metro area sign up for annually to be a participant in the GBC.

### City of Columbia Climate Protection Action Campaign

Mary Pat Baldauf  
Sustainability Facilitator  
Public Works Division  
2910 Colonial Drive  
Columbia, SC 29203  
**Phone:** (803) 545-2722  
**Email:** [mpbaldauf@columbiasc.net](mailto:mpbaldauf@columbiasc.net)  
**Web:** <http://columbia.sc.gov/index.cfm/cpac/>  
This initiative identifies measures that can be taken to reduce greenhouse gases and promote sustainability.

### E<sup>4</sup> Carolinas

P.O. Box 78342  
Charlotte, NC 28271  
**Website:** <http://e4carolinas.org/>  
E4 Carolinas is a two-state industry group that promotes economic growth, employment, productivity, and prosperity by cultivating a collaborative energy cluster in the Carolinas region. The trade association builds teamwork in policy, workforce development, business development and technology development.





E4 Carolinas is an “all of the above” energy organization, working to increase a diverse portfolio of energy in the Carolinas. (E4 = Energy, Economy, Environment, Efficiency)

#### **Energy Star**

**Phone:** (888) 782-7937

**Web:** [www.energystar.gov](http://www.energystar.gov)

This program provides information on energy efficient products and practices.

#### **Habitat for Humanity ReStores**

**Web:** [www.habitat.org/env/restores.aspx](http://www.habitat.org/env/restores.aspx)

ReStores sell quality, used and surplus building materials at a fraction of normal prices.

#### **Keep America Beautiful**

**Phone:** (203) 659-3000

**Fax:** (203) 659-3001

**Email:** [info@kab.org](mailto:info@kab.org)

**Web:** [www.kab.com](http://www.kab.com)

This organization forms public-private partnerships and programs that encourage individuals to take greater responsibility for improving their community's environment.

#### **Keep the Midlands Beautiful**

Jacqueline Buck

Executive Director

930 Richland Street

PO Box 1360

Columbia, SC 29202

**Phone:** (803) 733-1139

**Email:** [info@Keepthemidlandsbeautiful.com](mailto:info@Keepthemidlandsbeautiful.com)

**Web:** [www.Keepthemidlandsbeautiful.org/index.asp](http://www.Keepthemidlandsbeautiful.org/index.asp)

This organization promotes litter prevention, recycling and beautification.

#### **Palmetto Pride**

Linda Shadel

Director of Operations

P.O. Box 50217

Columbia, SC 29250

**Phone:** (803) 758-6034

**Toll-free:** (877) 752-7733

**Email:** [info@palmettopride.org](mailto:info@palmettopride.org)

**Web:** [www.palmettopride.org](http://www.palmettopride.org)

This organization encourages individuals to take greater responsibility for enhancing their communities.

#### **Recycling Market Development Advisory Council (RMDAC)**

Chantal Fryer

Business Specialist

1201 Main Street, Suite 1600

Columbia, SC 29201

**Phone:** (803) 737-0477

**Email:** [cfryer@SCcommerce.com](mailto:cfryer@SCcommerce.com)

**Web:** [www.SCcommerce.com](http://www.SCcommerce.com)

This 14 member, Governor-appointed council tracks the success and growth of the state's recycling industry and makes policy and program recommendations to the Governor and General Assembly.

#### **Solid Waste Association of North America- South Carolina Chapter**

Ed Marr, President

1600 West Washington Street

Greenville, SC 29602

**Phone:** (864) 232-6721

**Email:** [emarr@ggsc.gov](mailto:emarr@ggsc.gov)

**Web:** [www.scswana.org](http://www.scswana.org)

This organization helps to advance the practice of environmentally and economically sound management of municipal solid waste in North America.

#### **Southeast Recycling Development Council**

Will Sagar

Executive Director

102 College Station, Suite 3

Brevard, NC 28712

(828) 507-0123

**Email:** [will.sagar@serdc.org](mailto:will.sagar@serdc.org)

**Web:** [www.serd.org](http://www.serd.org)

This council's mission is to unite industry, government and non-government organizations to promote sustainable recycling in the Southeast.

#### **South Carolina Biomass Council**

John Boyd

Chair

PO Box 402

Columbia, SC 29201

**Phone:** (803) 540-7731

**Email:** [jboyd@hsblawfirm.com](mailto:jboyd@hsblawfirm.com)

**Web:** [www.scbiomass.org](http://www.scbiomass.org)

This council serves as a resource for the public and decision-makers about the environmental and economic benefits of biomass energy.

#### **South Carolina Business One Stop (SCBOS)**

**Helpline:** (803) 898-5690

**Email:** [scboshelp@scbos.com](mailto:scboshelp@scbos.com)

**Web:** [www.scbos.com](http://www.scbos.com)

The official South Carolina business Web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer anytime, 24 hours a day- 7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

#### **South Carolina Department of Commerce Recycling Market Development (RMD) Program**

Chantal Fryer, Manager

Tonya Lott, Manager

1201 Main Street, Suite 1600

Columbia, SC 29201

**Phone:** (803) 737-0477

Or (803) 737-0449

**Email:** [CFryer@SCcommerce.com](mailto:CFryer@SCcommerce.com) or

[tlott@SCcommerce.com](mailto:tlott@SCcommerce.com)

**Web:** [www.recyclinginsc.com](http://www.recyclinginsc.com)

This program helps foster a thriving recycling economy in the state and promotes sustainable business practices for business, industry, government and other organizations. RMD helps to connect markets

for recyclable materials.

#### **South Carolina Department of Health and Environmental Control- Office of Solid Waste Reduction and Recycling**

Richard Chesley, Section Manager- Education, Technical Assistance and Reporting Section

Jana White, Section Manager- Solid Waste Planning and Grants Section

2600 Bull Street

Columbia, SC 29201

**Phone:** (803) 898-1327

**Email:** [cheslerl@dhec.sc.gov](mailto:cheslerl@dhec.sc.gov)

**Phone:** (803) 898-1346

**Email:** [whitejm@dhec.sc.gov](mailto:whitejm@dhec.sc.gov)

**Web:** [www.scdhec.gov/recycle](http://www.scdhec.gov/recycle)

#### **South Carolina Department of Health and Environmental Control- Smart Business Recycling Program**

Stacey Washington

Environmental Engineer

2600 Bull Street

Columbia, SC 29201

**Phone:** (803) 898-1329 or (800) 768-7348

**Email:** [stacey.washington@dhec.sc.gov](mailto:stacey.washington@dhec.sc.gov)

**Web:** [www.scdhec.gov/smartbusiness](http://www.scdhec.gov/smartbusiness)

This program provides free, confidential, non-regulatory technical assistance on recycling, waste reduction, beneficial reuse and other ways for businesses to conserve resources and improve their bottom line.

#### **South Carolina Department of Health and Environmental Control- Green Hospitality Program**

Anne McGovern

Program Coordinator

2600 Bull Street

Columbia, SC 29201

**Phone:** (803) 898-0998 or (800) 768-7348

**Email:** [mcgovear@dhec.sc.gov](mailto:mcgovear@dhec.sc.gov)

**Web:** [www.scdhec.gov/greenhospitality](http://www.scdhec.gov/greenhospitality)

This program is a free, voluntary program designed to help South Carolina's hospitality industry reduce the environmental impact of its operations and incorporate environmental stewardship and sustainability in its business practices. It also promotes and recognizes hotels, restaurants and other hospitality facilities for their environmentally conscious practices.

#### **South Carolina Department of Health and Environmental Control South Carolina Materials Exchange**

Stacey Washington

Environmental Engineer

2600 Bull Street

Columbia, SC 29201

**Phone:** (803) 898-1329 or (800) 768-7348

**Email:** [smartbiz@dhec.sc.gov](mailto:smartbiz@dhec.sc.gov)

**Web:** [www.scdhec.gov/environment/lwm/databases/scme](http://www.scdhec.gov/environment/lwm/databases/scme)

The Exchange is a free, Web-based service that seeks to reduce waste by facilitating the exchange of reusable materials by businesses, non-profit institutions and government agencies.

## **South Carolina Department of Health and Environmental Control– Green Resources Index**

**Web:** [https://www.scdhec.gov/environment/lwm/re-cycle/smart\\_business/green\\_resource\\_index.htm](https://www.scdhec.gov/environment/lwm/re-cycle/smart_business/green_resource_index.htm)

This Index is designed to help business, industry, local government and others locate recyclers and users of by-products, equipment to help minimize waste, service providers to help you become environmentally friendly, and substitutes for hazardous materials.

## **South Carolina Department of Health and Environmental Control– Small Business Environmental Assistance Program**

Phyllis Copeland

Ombudsman

2600 Bull Street

Columbia, SC 29201

**Phone:** (803) 898-0415

**Email:** [copelapt@dhc.sc.gov](mailto:copelapt@dhc.sc.gov)

**Web:** [www.scdhec.gov/environment/bag/sbeap](http://www.scdhec.gov/environment/bag/sbeap)

This program provides free non-regulatory environmental permitting, compliance, education, outreach and advocacy assistance to businesses.

## **SC Recycling Council-RecyclonomicsSC**

Chantal Fryer

1601 Assembly Street

PO Box 2166

Columbia, SC 29202

**Phone:** (803) 737-0449

**Email:** [CFryer@SCcommerce.com](mailto:CFryer@SCcommerce.com)

**Web:** [www.recyclonomicsc.com](http://www.recyclonomicsc.com)

## **South Carolina Department of Revenue**

301 Gervais Street

Columbia, SC 29201

**Phone:** (803) 898-5000 (General Info)

(803) 898-5709 (Income Tax Helpline)

(803) 898-5788 (Sales Tax Helpline)

**Web:** [www.sctax.org](http://www.sctax.org)

## **South Carolina Energy Office**

1200 Senate Street

408 Wade Hampton Building

Columbia, SC 29201

**Phone:** (803) 737-8030

**Fax:** (803) 737-9846

**Web:** [www.energy.sc.gov](http://www.energy.sc.gov)

The office provides technical assistance, audits, workshops, education materials, project grants, loans and rebates to help businesses, public entities and the public save energy and money.

## **South Carolina Green Building Directory**

**Phone:** (843) 529-3416

**Web:** [www.scgreenbuildingdirectory.org](http://www.scgreenbuildingdirectory.org)

This directory is a free online tool of green building resources. Established by the South Carolina Sustainability Institute, it provides information on products and services that support green practices in the state.

## **South Carolina Environmentally Preferred Purchasing Policy**

**Web:** [www.mmo.sc.gov/webfiles/MMO\\_POL\\_GD/2009-1.pdf](http://www.mmo.sc.gov/webfiles/MMO_POL_GD/2009-1.pdf)

This initiative promotes and advances green purchasing among state government agencies. It also provides a guide for recycled products.

## **South Carolina Recycling Markets Directory**

Tonya Lott

Manager

1201 Main Street, Suite 1600

Columbia, SC 29201

**Phone:** (803) 737-0449

**Email:** [TLott@SCcommerce.com](mailto:TLott@SCcommerce.com)

**Web:** [www.recyclinginsc.com/directory](http://www.recyclinginsc.com/directory)

This directory provides convenient search features allowing users to find outlets for recycling commodities.

## **South Carolina Sustainability Institute**

Bryan Cordell

Executive Director

113 Calhoun St.

Charleston, SC 29401

**Phone:** (843) 529-3421 or (843) 529-3416

**Email:** [director@sustainabilityinstitutesc.org](mailto:director@sustainabilityinstitutesc.org)

**Web:** [www.sustainabilityinstitutesc.org](http://www.sustainabilityinstitutesc.org)

The institute helps homeowners, professionals and businesses transform their buildings into sustainable structures.

## **U.S. Green Building Council- South Carolina Chapter**

Melissa Le Roy

Executive Director

1450 Fifth Street, W

N. Charleston, SC 29405

**Phone:** (843) 329-3131

**Email:** [execdir@usgbcsc.org](mailto:execdir@usgbcsc.org)

**Web:** [www.usgbc.org/index.php](http://www.usgbc.org/index.php)

This council provides courses and workshops on sustainable *building* design and construction, and also offers information on LEED certification.

## **U.S. Environmental Protection Agency- Region 4**

Sam Nunn

Atlanta Federal Center

61 Forsyth Street, SW

Atlanta, GA 30303

**Phone:** (404) 562-9900

**Toll free:** 1-800-241-1754

**Web:** [www.epa.gov](http://www.epa.gov)

This agency protects human health and the environment, develops and enforces regulations, provides grant opportunities and educational training.

## LOCAL AREA & OTHER RESOURCES

A business' success is dependent upon strong business connections – especially local connections. South Carolina has numerous local resources available to help get businesses up and running, and to help existing companies remain successful. Local resources consist of organizations that have the ability to connect businesses and key allies in the industry, both at the community level and throughout the state.

### ⇒ **LOCAL ECONOMIC DEVELOPERS**

Local Economic Development professionals are employed by South Carolina counties and municipalities to provide assistance for business in their area. They work to promote and ensure the economic growth of their community and are available to assist any business.

### ⇒ **SOUTH CAROLINA REGIONAL ECONOMIC DEVELOPMENT ALLIANCES**

There are several economic development alliances within South Carolina. Each alliance services a particular region of the state, often combining the resources of several counties to promote growth. All are willing to assist companies relocating to or expanding within South Carolina.

### ⇒ **CHAMBERS OF COMMERCE AND OTHER BUSINESS ADVOCATE ORGANIZATIONS**

Chambers of Commerce around the state serve the business community in a variety of ways. They promote the economic growth of communities and generally represent the business interests of the communities they serve. Chambers provide valuable resources that can greatly benefit a business.

### ⇒ **COUNCIL OF GOVERNMENTS**

South Carolina Council of Governments (COGs) are essential in assisting local governments with both local and regional development plans within the state. There are ten COGs in South Carolina, each representing a multi-county planning district.

### ⇒ **SMALL BUSINESS DEVELOPMENT CENTERS**

Small Business Development Centers (SBDC) provide technical business planning assistance and offer programs to assist businesses interested in access to federal procurement opportunities. SBDCs also provide assistance for firms interested in or capable of participating in the Department of Defense's Small Business Innovation Research Program or Small Business Technology Transfer Program.

### ⇒ **SERVICE CORPS OF RETIRED EXECUTIVES**

The Service Corps of Retired Executives (SCORE) is a resource partner of the U.S. Small Business Administration, which provides business assistance with free private counseling and low-cost group workshops.

### ⇒ **INCUBATORS**

Business incubators are programs designed to assist in the successful development of entrepreneurial companies through a variety of business services and support. Incubators can help companies manage their business and provide valuable contacts that can accelerate any business.

## LOCAL AREA & OTHER RESOURCES

### ADVOCACY ORGANIZATIONS

#### Lowcountry Local First

Jamee Haley  
Executive Director  
1345 Ave G #AA  
North Charleston, SC 29455  
**Phone:** 843-740-5444  
**Email:** [jamee@lowcountrylocalfirst.org](mailto:jamee@lowcountrylocalfirst.org)  
**Web:** [www.lowcountrylocalfirst.org](http://www.lowcountrylocalfirst.org)  
Lowcountry Local First is a non-profit organization with a mission to advocate the benefits of a local living economy by strengthening community support of our local independent businesses and farmers.

#### Lowcountry Manufacturers Council

Lindsay S. McDaniel  
LMC Director  
P.O. Box 61569  
N. Charleston, SC 29419  
**Phone:** (843) 574-6300  
**Fax:** (843) 574-6776  
**Email:** [Lindsay@lmcs.org](mailto:Lindsay@lmcs.org)  
**Web:** [www.lmcs.org](http://www.lmcs.org)

#### New Carolina

1411 Gervais Street, Suite 450  
Columbia, SC 29201  
**Phone:** 803-760-1400  
**Fax:** 803-760-1401  
**Web:** [www.newcarolina.org](http://www.newcarolina.org)  
New Carolina is a public-private partnership working to increase South Carolina's prosperity and enhance South Carolina's economic competitiveness through a cluster development strategy. New Carolina's mission is to find, build and celebrate industry clusters in South Carolina and to improve the business environment for better growth.

#### SC Automotive Council

**SC Manufacturers Alliance**  
James Richter  
1340 Bull Street  
Columbia, SC 29201  
**Phone:** (803) 799-9695  
**Email:** [James@myscma.com](mailto:James@myscma.com)  
**Web:** [www.scautomotivecouncil.com](http://www.scautomotivecouncil.com)  
**Web:** [www.myscma.com](http://www.myscma.com)

#### National Federation of Independent Businesses

Benjamin N. Homeyer  
State Director  
PO Box 8881  
Columbia, SC 29202-8881  
**Phone:** (803) 254-1476  
**Web:** [www.nfib.com](http://www.nfib.com)

#### South Carolina Chamber of Commerce

Otis B. Rawl, Jr.  
President & Chief Executive Officer

1201 Main Street, Suite 1700  
Columbia, SC 29201  
**Phone:** (803) 799-4601  
**Fax:** (803) 779-6043  
**Email:** [chamber@scchamber.net](mailto:chamber@scchamber.net)  
**Web:** [www.scchamber.net](http://www.scchamber.net)

#### South Carolina Hispanic Chamber of Commerce

Evelyn Lugo  
President  
P.O. Box 1057  
Taylors, SC 29687  
**Phone:** (864) 643-7261  
**Email:** [elugo@schcc.org](mailto:elugo@schcc.org)  
**Website:** <http://schcc.org/>  
The South Carolina Hispanic Chamber of Commerce was incorporated on August 30, 2007. Recognizing the need of an organization that could represent and help the growing Hispanic business community, the Chamber comes in a crucial moment in the Hispanic community. Although in the early stages, we are working toward a strong foundation, building up membership and community awareness of the existence of the Chamber. Our vision is to become a proactive Hispanic chamber of commerce by providing leadership and serving as a bridge between community leaders, different cultures, and the community at large.

#### South Carolina Manufacturers Alliance

Lewis F. Gossett  
President and CEO  
1340 Bull Street  
Columbia, SC 29201  
**Phone:** (803) 799-9695  
**Fax:** (803) 771-8738  
**Email:** [gossett@myscma.com](mailto:gossett@myscma.com)  
**Web:** [www.myscma.com](http://www.myscma.com)

#### South Carolina Small Business Chamber of Commerce

Frank Knapp Jr.  
President & CEO  
1717 Gervais Street  
Columbia, SC 29201  
**Phone:** (803) 252-5733  
**Fax:** (803) 799-0678  
**Email:** [sbchamber@scsbc.org](mailto:sbchamber@scsbc.org)  
**Web:** [www.scsbc.org](http://www.scsbc.org)

### LOCAL CHAMBERS OF COMMERCE

#### Greater Abbeville Chamber of Commerce

Kacy Pearman  
Executive Director  
107 Court Square  
Abbeville, SC 29620

**Phone:** (864) 366-4600  
**Fax:** (864) 366-4068  
**Email:** [abvchamber@wctel.net](mailto:abvchamber@wctel.net)  
**Web:** [www.abbevillescchamber.com](http://www.abbevillescchamber.com)

#### Greater Aiken Chamber of Commerce

David Jameson  
President & CEO  
P.O. Box 892  
Aiken, SC 29802  
**Phone:** (803) 641-1111  
**Fax:** (803) 641-4174  
**Email:** [djameson@aikenchamber.net](mailto:djameson@aikenchamber.net)  
**Web:** [www.aikenchamber.net](http://www.aikenchamber.net)

#### Anderson Area Chamber of Commerce

Lee R. Luff, CCE, CAE  
President  
907 N Main Street, Suite 200  
Anderson, SC 29621  
**Phone:** (864) 226-3454  
**Fax:** (864) 226-3300  
**Email:** [lluff@andersonscchamber.com](mailto:lluff@andersonscchamber.com)  
**Web:** [www.andersonscchamber.com](http://www.andersonscchamber.com)

#### Bamberg County Chamber

Demmie Raysor  
Director  
604 Airport Road  
Bamberg, SC 29003  
**Phone:** (803) 245-2099  
**Fax:** (803) 245-2418  
**Email:** [info@bambergcountychamber.org](mailto:info@bambergcountychamber.org)  
**Web:** [www.bambergcountychamber.org](http://www.bambergcountychamber.org)

#### Barnwell County Chamber of Commerce

P.O. Box 898  
Barnwell, SC 29812  
**Phone:** (803) 259-7446  
**Fax:** (803) 259-0030  
**Email:** [chamber@barnwellsc.com](mailto:chamber@barnwellsc.com)

#### Greater Batesburg-Leesville Chamber of Commerce

Monica Motes  
P.O. Box 2178  
Batesburg-Leesville, SC 29070  
**Phone:** (803) 532-4339  
**Fax:** (803) 532-3978  
**Email:** [blchamber@pbtscomm.net](mailto:blchamber@pbtscomm.net)  
**Web:** [www.batesburg-leesville.org](http://www.batesburg-leesville.org)

#### Beaufort Regional Chamber of Commerce

Blakely Williams  
President & CEO  
P.O. Box 910  
Beaufort, SC 29901  
**Phone:** (843) 525-8500  
**Email:** [Blakely@beaufortsc.org](mailto:Blakely@beaufortsc.org)  
**Web:** [www.beaufortchamber.org](http://www.beaufortchamber.org)



**Berkeley County Chamber of Commerce**

Elaine Morgan  
CEO  
1004 Old Highway 52  
Moncks Corner, SC 29461  
**Phone:** (843) 761-8238  
**Fax:** (843) 822-6491  
**Email:** [info@berkeleysc.org](mailto:info@berkeleysc.org)  
**Web:** [www.berkeleysc.org](http://www.berkeleysc.org)

**Calhoun County Chamber of Commerce**

Jane Dyches  
Executive Director  
Courthouse Annex, Suite 114  
St. Matthews, SC 29135  
**Phone:** (803) 655-5650  
**Fax:** (803) 655-6110  
**Email:** [cjdyches@calhouncounty.sc.com](mailto:cjdyches@calhouncounty.sc.com)  
**Web:** [www.calhouncountychamber.org](http://www.calhouncountychamber.org)

**Greater Chapin Chamber of Commerce**

Laura Howell  
President & CEO  
302 Columbia Avenue  
Chapin, SC 29036  
**Phone:** (803) 345-1100  
**Fax:** (803) 345-0266  
**Email:** [director@chapinchamber.com](mailto:director@chapinchamber.com)  
**Web:** [www.chapinchamber.com](http://www.chapinchamber.com)

**Charleston Metro Chamber of Commerce**

Laura Williams  
Entrepreneur Services Manager  
P.O. Box 975  
Charleston, SC 29402  
**Phone:** (843) 577-2510  
**Fax:** (843) 723-4853  
**Email:** [charlesvr@charlestonchamber.org](mailto:charlesvr@charlestonchamber.org)  
**Web:** [www.charlestonchamber.net](http://www.charlestonchamber.net)

**Greater Cheraw Chamber of Commerce**

Phil Powell  
President  
221 Market Street  
Cheraw, SC 29520  
**Phone:** (843) 537-7681  
**Fax:** (843) 537-5886  
**Email:** [cherawchamber@bellsouth.net](mailto:cherawchamber@bellsouth.net)  
**Web:** [www.cherawchamber.com](http://www.cherawchamber.com)

**Cherokee County Chamber of Commerce**

Kayla Robbs  
Executive Director  
225 S Limestone Street  
Gaffney, SC 29340  
**Phone:** (864) 489-5721  
**Fax:** (864) 487-3399  
**Email:** [comcher@bellsouth.net](mailto:comcher@bellsouth.net)  
**Web:** [www.cherokeechamber.org](http://www.cherokeechamber.org)

**Chester County Chamber of Commerce**

Jim Fuller  
President  
P.O. Box 489

Chester, SC 29706  
**Phone:** (803) 581-4142  
**Fax:** (803) 581-2431  
**Email:** [preschamber@truvista.net](mailto:preschamber@truvista.net)  
**Web:** [www.chesterchamber.com](http://www.chesterchamber.com)

**Greater Chesterfield Chamber of Commerce**

Sharon Cassidy  
Executive Director  
P.O. Box 230  
Chesterfield, SC 29709  
**Phone:** (843) 623-2343  
**Fax:** (843) 623-2424  
**Email:** [info@chesterfieldscchamber.com](mailto:info@chesterfieldscchamber.com)  
**Web:** [www.chesterfieldscchamber.com](http://www.chesterfieldscchamber.com)

**Clarendon County Chamber of Commerce**

Dawn Griffith  
Executive Director  
19 N Brooks Street  
Manning, SC 29102  
**Phone:** (803) 435-4405  
**Fax:** (803) 435-4406  
**Email:** [chamber@clarendoncounty.com](mailto:chamber@clarendoncounty.com)  
**Web:** [www.clarendoncounty.com](http://www.clarendoncounty.com)

**Clemson Area Chamber of Commerce**

Chris Hardy  
President  
P.O. Box 1622  
Clemson, SC 29633  
**Phone:** (864) 654-1200  
**Fax:** (864) 654-5096  
**Email:** [chris@clemsonchamber.org](mailto:chris@clemsonchamber.org)  
**Web:** [www.clemsonchamber.org](http://www.clemsonchamber.org)

**Greater Clover Chamber of Commerce**

Jackie Robinson  
Executive Director  
P.O. Box 162  
Clover, SC 29710  
**Phone:** (803) 222-3312  
**Fax:** (803) 222-8396  
**Email:** [sccloverchamber@aol.com](mailto:sccloverchamber@aol.com)  
**Web:** [www.cloverchamber.org](http://www.cloverchamber.org)

**Greater Columbia Chamber of Commerce**

Mike Brenan  
President  
P.O. Box 1360  
Columbia, SC 29202  
**Phone:** (803) 733-1111  
**Fax:** (803) 733-1149  
**Email:** [mbrenan@columbiachamber.com](mailto:mbrenan@columbiachamber.com)  
**Web:** [www.columbiachamber.com](http://www.columbiachamber.com)

**Conway Area Chamber of Commerce**

Bridgette M. Johnson  
Executive Vice President  
203 Main Street  
Conway, SC 29526  
**Phone:** (843) 248-2273  
**Fax:** (843) 248-0003  
**Email:** [bjohnson@conwayscchamber.com](mailto:bjohnson@conwayscchamber.com)  
**Web:** [www.conwayscchamber.com](http://www.conwayscchamber.com)

**Greater Darlington Chamber of Commerce**

Danny DuBose  
Executive Director  
38 Public Square  
Darlington, SC 29532  
**Phone:** (843) 393-2641  
**Fax:** (843) 393-8059  
**Email:** [susana@darlingtonchamber.net](mailto:susana@darlingtonchamber.net)  
**Web:** [www.darlingtonchamber.net](http://www.darlingtonchamber.net)

**Dillon County Chamber of Commerce**

Johnnie Luehrs  
President & CEO  
P.O. Box 1304  
Dillon, SC 29536  
**Phone:** (843) 774-8551  
**Fax:** (843) 774-0114  
**Email:** [dillonchamber@bellsouth.net](mailto:dillonchamber@bellsouth.net)  
**Web:** [www.dilloncitysc.com](http://www.dilloncitysc.com)

**Greater Easley Chamber of Commerce**

Kent Dykes  
President  
P.O. Box 241  
Easley, SC 29641  
**Phone:** (864) 859-2693  
**Fax:** (864) 859-1941  
**Email:** [kent@easleychamber.org](mailto:kent@easleychamber.org)  
**Web:** [www.easleychamber.org](http://www.easleychamber.org)

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**Oconee Pickens Chamber Coalition**

(See Clemson Area Chamber of Commerce)

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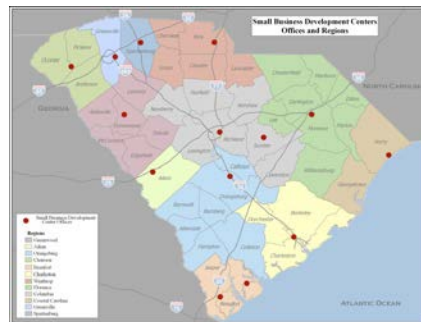
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## SMALL BUSINESS DEVELOPMENT CENTERS (SBDC)



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The SBDC aims to advance the state's economic development by helping entrepreneurs grow successful businesses. We provide private business consulting services at no charge and affordable educational programs for a small charge.

### Aiken Area SBDC

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SCORE is a volunteer nonprofit association helping small businesses succeed. SCORE matches clients

with the expert counselor best-suited to their needs. The SCORE counselors are current or former business owners and executives who have achieved high levels of success

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Volunteer business experts provide free mentoring and advice to start-ups and growing small businesses. We serve the 10 Counties in the Upstate of South Carolina through free mentoring, resource information and workshops at a nominal charge.



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## REGIONAL ECONOMIC DEVELOPERS

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CAPACITY is the Greenville Chamber's initiative designed to foster economic development through diversity and inclusion. The CAPACITY initiative facilitates building structure within the community to increase capacity, enhance economic development and create leadership opportunities for diverse business owners and professionals.

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The Office of Economic Engagement at USC is dedicated to fostering statewide economic growth through increased commercialization of cutting-edge research, connecting new and existing businesses with university resources and creating an environment where entrepreneurial students, faculty and staff can thrive. This office serves as a single point of contact for business and industry partners to connect to all of the resources of the university including USC's intellectual property assets, research expertise, student talent and more. In addition, the Office of Economic Engagement is responsible for coordinating with university centers and institutes dedicated to program-specific entrepreneurship that provide mentoring and technical assistance to budding companies as well as the management of current and future Innovista district facilities, including laboratory space in Idealabs.

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## FREQUENTLY ASKED QUESTIONS

### HOW DO I START A BUSINESS IN SOUTH CAROLINA?

Starting a business should be an easy process. The first steps you should take include: obtaining a Federal Employer ID Number (EIN) or Federal Tax ID Number; registering your business with the state of South Carolina through the South Carolina Business One Stop (SCBOS); and getting a local business license anywhere you plan to conduct business. You should also use and take advantage of the resources outlined in this guide on how to successfully start and run a business. Check out the **GETTING STARTED** section for more information.

### WHERE DO I GO TO GET A BUSINESS LICENSE?

Your local City Hall can assist you in obtaining a business license. The state does not have a business license requirement, but most cities and towns do. There are also eight counties that require additional business licenses, so check with your local municipality to determine their requirements. Check out the **LICENSES, PERMITS AND REGULATIONS** section for more information.

### WHAT OTHER FORMS WILL I NEEDS TO START MY BUSINESS?

Depending on the type of business you are starting, you may need to have an Occupational Permit. The South Carolina Department of Labor, Licensing and Regulation has a listing of occupations that may require permitting. Check out the **LICENSES, PERMITS AND REGULATIONS** section for more information.

### WHERE CAN I GO TO GET ASSISTANCE WITH WRITING MY BUSINESS PLAN?

Organizations like SCORE and the Small Business Development Centers are great resources for business planning and their services are free. Check out the **GETTING STARTED** section for more information.

### ARE THERE ANY GRANTS FOR SMALL BUSINESSES?

Grants generally do not exist for for-profit businesses of any size. In South Carolina, grants are used primarily to fund public infrastructure and such grants are still extremely competitive. This infrastructure may benefit a for-profit company and is usually based on capital investment and job creation. Check out the **FINANCING YOUR SMALL BUSINESS** section for more information.

### HOW DO I FINANCE MY BUSINESS?

Assistance from personal resources, such as family and friends, followed by traditional financing through a local lending institution are the most common methods for funding your startup business. Some businesses may qualify for assistance in the form of loan guarantees from the Small Business Administration (SBA). Many banks have departments that specialize in SBA lending. An SBA representative can help you to prepare your application for a loan. Check out the **FINANCING YOUR SMALL BUSINESS** section for more information.